

<b>Activity/ Situation</b>	<b>OPENING OF SCHOOL DURING NATIONAL LOCKDOWN</b>			
<b>Location</b>	<b>DUNNINGTON CE PRIMARY SCHOOL</b>			
<b>Persons at Risk</b>	<b>Pupils</b> <input checked="" type="checkbox"/>	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Visitors</b> <input checked="" type="checkbox"/>	<b>Contractors</b> <input checked="" type="checkbox"/>
<b>HAZARD(S)</b>	<p><i>Note: this list is not exhaustive and <u>must</u> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✗ <b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></li> <li>✗ <b>Social Distancing Measures Not Followed During Travel to and from School</b></li> <li>✗ <b>Inadequate Cleaning/Sanitising</b></li> <li>✗ <b>Shared Resources</b></li> <li>✗ <b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b></li> <li>✗ <b>Site User Becoming Unwell</b></li> <li>✗ <b>Site User Developing Symptoms</b></li> <li>✗ <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>✗ <b>Inadequate Personal Protection &amp; PPE</b></li> <li>✗ <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>✗ <b>Inadequate Ventilation</b></li> <li>✗ <b>Arrangements for Boarding Schools During Pandemic</b></li> </ul>			
<b>CONTROL MEASURES</b>	<b>ADDITIONAL INFORMATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<p><i>Note: you <u>must</u> 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>				
<b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>				
It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this	School will ensure a designated safeguarding lead (CH or ES) is always on site or can be available to be contacted via phone or online video Where this is not possible, in addition to one of the above options, a member of the SLT will take responsibility for co-ordinating safeguarding on site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Visits must not take place at this time		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During the period of national lockdown, primary, secondary, alternative provision and special schools will remain open to vulnerable children and young	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 (if numbers attending are high to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

people and the children of critical workers only (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate)	<p>allow for greater distancing) for most of the school week but will share playtimes and some lessons.</p> <p>Reception- (1 class) Year 1- (1 class) Year 2 (2 classes) Year 3- (1 class) Year 4- (1 class) Year 5- (1 class) Year 6- (2 classes)</p> <p>Staff will be allocated to one bubble</p> <p>Staff are encouraged to maximise distances, wherever possible.</p>			
Every school will have a different number of children of critical workers who need to attend. There is no limit to numbers of these pupils who may attend and school does not limit attendance of these groups	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 (if numbers attending are high to allow for greater distancing, where appropriate) for most of the school week but will share playtimes and some lessons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where school has had to temporarily stop on-site provision on public health advice, the local authority has been informed to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so	Whenever there is a positive case in school ,the headteacher consults the Local Authority and follows advice from Local Public Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	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 (if numbers attending are high to allow for greater distancing, where appropriate) for most of the school week but will share playtimes and some lessons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	Staff to report to the school office any close contact that takes place between staff and children from different groups. Office staff to log all incidents. Staff provided with clarification of what is meant by a contact and, in particular, avoiding being a contact with staff from other bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</i>			
Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small	Critical Workers encouraged only to send their children to school when they cannot safely keep them at home  Letters to Parents 8 <sup>th</sup> /15 <sup>th</sup> January 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	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 (if numbers attending are high to allow for greater distancing, where appropriate) for most of the school week but will share playtimes and some lessons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	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.  School hall, library and IT suite will be out of use initially.  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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>these times are staggered for each group. R, Y1 and Y2 use their own cloakroom</p> <p>All pack-ups to be kept in an area of child's allocated room.</p>			
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	Due to the number of pupils in each room, it may 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 wraparound care transport etc.	<p>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.</p> <p>Wraparound care will be provided by 'Over The Rainbow' and therefore some children may mix in wider groups for this.</p> <p>There will be no extra-curricular clubs or peripatetic music lessons on offer in school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 will be allocated to one bubble. 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	<p>Staff will be allocated to one bubble. Staff are encouraged to maximise distances, wherever possible.</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> <p>Staff can also wear a face covering where 2m distance cannot be maintained e.g. 1:1 reading</p> <p>(See Inadequate Personal Protection section of this RA)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Staff room facilities to be used only by staff on lunch and coffee breaks i.e. not for PPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Staff to wash hands before and after use.</p> <p>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>			
<p>Adults avoid close face to face contact and limit time spent within 1 metre of anyone</p>	<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 <b>any length of time</b>, 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	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	Desks to be arranged so that pupils are forward facing, wherever possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	Tape on floor at front of classroom as physical reminder of distancing between teachers and pupils when staff in front of class, where required  Adults to work side by side with children or from behind children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Supervision and support to be distanced wherever possible 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. <u>Our guidance on supporting pupils at school with medical conditions</u> remains in place  Remote Learning Protocols are in place for most instances when children are required to work from home. SLT will put in personalised plans where the remote learning protocols cannot be met e.g. where an SEND pupil is unable to access the remote tasks set for the whole class.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Only enough desks in the classrooms to accommodate the number of children  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 and seats and be forward facing wherever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship	Assemblies and Collective Worship will take place in group bubbles in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

with more than one group do not take place	allocated rooms or using pre-recorded videos in each room.			
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	<p><b>Most lessons will be delivered within the allocated classrooms</b></p> <p><b>Lessons outside</b> 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. <b>N.B Fire Drill</b> 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.</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><b>KS1 Playground</b> Year 1 8:45am/3:10pm Year 2 8:55am/3:20pm Reception 9:05-9:40am/3:30pm</p> <p><b>KS2 Playground</b> 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	All pupils to be dropped off and collected by only one adult.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<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>Children in Y5 and Y6 able to walk home alone but need to be dropped at school gate every morning at allocated time.</p>			
All parents/carers entering the school building (and in other congested areas around school premises) wear a face covering in addition to social distancing	This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time.	<p>This will reduce the amount of people assembling in and around the school grounds and will help with social distancing</p> <p>Parents arriving earlier than their allocated time are asked to wait in an area of the school grounds away from other family groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	<p>Parent Information Letter 17<sup>th</sup> 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"/>
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, only one adult per family should enter school grounds to drop off or collect)	<p>Parent Information Letter 17<sup>th</sup> 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"/>
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	<p>Parent Information Letter 17<sup>th</sup> 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"/>



appointment, which should be conducted safely)				
External entrances to classrooms are used where practical	<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	<p><b>KS1 Playground</b>  <b>Year 1</b> 10:15-10:30am and 1:45-2:00pm  <b>Reception</b> 10:40-10:55am and 2:15-2:30pm</p> <p><b>New KS2 Playground</b>  <b>Year 2</b> 10:15-10:30am and 2:10-2:25pm  <b>Year 3</b> 10:35-10:50am</p> <p><b>Old KS2 Playground</b>  <b>Year 4</b> 10:25-10:40am  <b>Year 5</b> 10:05-10:20am  <b>Year 6</b> 9:45-10:00am</p> <p>Where groups are outside at the same time, they <b>must</b> 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"/>
Lunch breaks are staggered	<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><b>KS1 Playground</b>  <b>Year 1</b> 11:55-12:25pm  <b>Reception</b> 12:30-1:00pm</p> <p><b>New KS2 Playground</b>  <b>Year 2</b> 12:15-12:45pm  <b>Year 3</b> 12:50-1:20pm</p> <p><b>Old KS2 Playground</b>  <b>Year 4</b> 1:00-1:30pm  <b>Year 5</b> 12:25-12:55pm  <b>Year 6</b> 11:50-12:20pm</p> <p>Where groups are outside at the same time, they <b>must</b> 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>			
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>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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	Virtual staff meetings take place where staff stay in their classrooms and join the meeting or join the meeting from home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	Childminders, Station House and Over The Rainbow maintain small consistent groups and have allocated drop off waiting areas and times.  School staff deliver children from their bubble to Over The Rainbow at the end of each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day, schools and external providers group children with others from outside their school day bubble (or from a different school, where children from multiple schools are attending provision) keep children in small, consistent groups with the same children each time	Childminders, Station House and Over The Rainbow maintain small consistent groups and have allocated drop off waiting areas and times.  School staff deliver children from their bubble to Over The Rainbow at the end of each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, to advise on the protective measures providers should put in place for the duration of the national lockdown to ensure they are operating as safely as possible	<a href="#">Protective measures for holiday or after school clubs and other out of school settings for children during the covid-19-outbreak</a>  There will be no extra-curricular clubs or peripatetic music lessons on offer in school.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to	There will be no extra-curricular clubs or peripatetic music lessons on offer in school.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

children of critical workers and/ or vulnerable children				
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<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Parents to be advised  Staff briefing 7 <sup>th</sup> September 2020 Parent Information Letter 17 <sup>th</sup> July 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	Staff and Parents to be advised Staff briefing 7 <sup>th</sup> September 2020 Parent Information Letter 17 <sup>th</sup> July 2020  <a href="#">Safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Cleaner 1 on site 10:00am-3:00pm Cleaner 2 on site 3:00pm- 6pm  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  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).  All bins emptied twice a day  Staff and Pupil toilets and sinks cleaned three times a day Touch points cleaned systematically throughout each day.  <b>Cleaners provided with details of each group's break times to ensure access to classrooms when vacant.</b>  Training to site team delivered Friday 29 <sup>th</sup> May 2020 on Safe Operating Procedure and the revised Cleaning Specification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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.			
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Soft furnishings and toys removed from rooms Plastic toys to be cleaned periodically in soapy water.  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  Touch points cleaned systematically throughout day 10:00am - end of day	<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	Touch points cleaned systematically throughout day 10:00am - end of day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	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	<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	School staff members are not responsible for cleaning the school facilities. This will be carried out by site staff.  Cleaner Disinfectant' and Wipes will be available in all classrooms. for use <b>by adults only. It must be stored away from children.</b>  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. <a href="https://www.jangro.net/cleaner-disinfectant-5-litre-1">https://www.jangro.net/cleaner-disinfectant-5-litre-1</a>	<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	Resources to be shared out between parallel classes and can only move to another group following thorough cleaning.  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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	This would also apply to resources used inside and outside by wraparound care providers  As we don't have the capacity to clean outdoor equipment, it is out of use for the foreseeable future.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Letter to parents -no pencil cases/ school bags. Only coat, PE kit and pack up  All children provided with their own individual stationery items.	<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 group; these are cleaned regularly, along with all frequently touched surfaces	Cleaner Disinfectant' and Wipes will be available in all classrooms for use <b>by adults only</b> to wipe classroom-based resources. <b>It must be stored away from children.</b> Wipes should be disposed of immediately after use.  Resources to be shared out between parallel classes and can only move to another group following thorough cleaning.  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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between	Resources to be shared out between parallel classes and can only move to another group following thorough cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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 groups	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.			
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Letter to parents -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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	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.  Wherever possible, live marking and feedback will be given as opposed to marking of books.  It is very difficult to adequately clean exercise books so staff should try to isolate books for 48 hours before marking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Staff allocated laptops for use at home. Staff responsible for wiping allocated laptops at the start and end of each day if brought into school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 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)  Parents /carers to be reminded in Parent Information Letter 17 <sup>th</sup> July 2020 and September 2020 and staff at the Staff briefing 7 <sup>th</sup> September 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The school recognises that if they have two or more confirmed cases within 10 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	Whenever there is a positive case in school ,the headteacher consults the Local Authority and follows advice from Local Public Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission.	In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary schools participating in the rapid asymptomatic testing programme should follow the Mass asymptomatic testing: schools and colleges guidance for handling any positive tests as a result of that programme	<a href="#">Asymptomatic testing in schools and colleges</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where consent is not given for a secondary-age pupil who has been a close contact of the positive case to participate in asymptomatic testing, the pupil must self-isolate		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high	<a href="#">New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace	Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	All CEV staff are shielding and, where appropriate, supporting remote education.			
Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible	People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinically vulnerable staff can continue to attend school where it is not possible to work from home	<p>While in school they should follow the specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, 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. Adults should continue to take care to socially distance from other adults including older children and adolescents</p> <p>Individual risk assessments completed with clinically vulnerable staff and additional measures implemented where possible.</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. Individual Risk Assessments will need to be subject to regular review</p> <p><a href="#">RCOG Q&amp;A covid19 virus infection and pregnancy</a></p> <p><a href="#">Covid-19 advice for pregnant employees</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Individual risk assessments completed with clinically vulnerable staff and additional measures implemented where possible.			
Supply staff and other temporary workers can move between schools, where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk and schools should ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed	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  Supply teacher employed on a full-time fixed term contract in school to minimise number of visitors to the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	Site specific safety measures discussed with staff prior to or on arrival	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible  No volunteers on site but trainee teacher completing IT training. Induction to include advice on distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment  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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				

<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms</p>	<p><a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>Staff briefing 7<sup>th</sup> September 2020 Parent Information Letter 17<sup>th</sup> July 2020</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>Staff briefing 7<sup>th</sup> September 2020 Parent Information Letter 17<sup>th</sup> July 2020</p> <p>Accessible toilet next to medical room to be used solely for this purpose.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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 7<sup>th</sup> September 2020 Parent Information Letter 17<sup>th</sup> July 2020</p> <p>See Inadequate Personal Protection &amp; PPE section of this risk assessment</p> <p>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"/>

In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital  Staff briefing 7 <sup>th</sup> September 2020 Parent Information Letter 17 <sup>th</sup> July 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any member of staff who has provided <b>close contact care</b> 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, <b>do not</b> need to go home to self-isolate unless: <ul style="list-style-type: none"> <li>the symptomatic person subsequently tests positive</li> <li>they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</li> </ul>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	Staff briefing 7 <sup>th</sup> September 2020 Parent Information Letter 17 <sup>th</sup> July 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>  On site staff to clean with 'Cleaner Disinfectant' once pupil has been collected.  Following a confirmed case of COVID in school- inform Sewell FM and close the room for 72 hours prior to cleaning to fully protect the cleaning staff. If the room is required before the isolation period, arrangements to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




	mist the room will be made by Sewell FM			
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	<p>Staff briefing 7<sup>th</sup> September 2020 Parent Information Letter 17<sup>th</sup> 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School have received an initial supply of 10 home PCR (polymerase chain reaction) test kits and information about how to order to replenish this supply when they are running out	School should call the Test and Trace helpdesk on 119 if these have not arrived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School determines how to prioritise the distribution of their PCR test kits in order to minimise the impact of the virus on the education of their pupils.	<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.</p> <p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	guidance <a href="#">Coronavirus (COVID-19): test kits for schools and FE providers</a> .			
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	Secondary schools participating in the rapid asymptomatic testing programme should refer to the <a href="#">asymptomatic testing in schools and colleges</a> guidance to ensure contacts of the positive case are tested	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Staff briefing 7 <sup>th</sup> September 2020 Parent Information Letter 17 <sup>th</sup> 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where pupils who are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support	School should notify their social worker (if they have one). School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person  Headteacher will contact social worker to inform them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff, and supply staff, where applicable, are asked to inform the school immediately of the results of a test	Staff briefing 7 <sup>th</sup> September 2020 Parent Information Letter 17 <sup>th</sup> July 2020 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified	Staff briefing 7 <sup>th</sup> September 2020 Parent Information Letter 17 <sup>th</sup> 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact				
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 10-day isolation period	This is because they could still develop coronavirus (COVID-19) within the remaining days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days	Staff briefing 7 <sup>th</sup> September 2020 Parent Information Letter 17 <sup>th</sup> July 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary schools participating in the rapid asymptomatic testing programme should refer to the <a href="#">asymptomatic testing in schools and colleges</a> guidance to ensure contacts of the positive case are tested. Primary schools and any secondary schools not participating in the rapid asymptomatic testing programme must follow the control measure below.	<p>Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual <b>for any length of time</b>, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious	- travelling in a small vehicle, like a car, with an infected person			
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
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 can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p><b>CATCH IT</b>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p><b>NHS</b></p> <p>Posters, tissues and lidded bins provided in every operational room.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Posters, tissues and lidded bins provided in every operational room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Posters, tissues and lidded bins provided in every operational room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	Not currently applicable. Risk assessments will be completed if the situation changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on	<p>Staff briefing 7<sup>th</sup> September 2020 Parent Information Letter 17<sup>th</sup> 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"/>

communication and thus education				
Adults (staff and visitors) in primary schools and in secondary schools DO wear face coverings in areas outside of the classroom	<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> <p>Some individuals are exempt from wearing <a href="#">face coverings</a>. This applies to those who:</p> <ul style="list-style-type: none"> <li>- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <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 Secondary schools face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained	<a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Face visors or shields are not routinely worn as an alternative to face coverings but can be worn along with a face covering	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 could inhibit learning	Staff can wear a face covering where 2m distance cannot be maintained e.g. 1:1 reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In such circumstances as face coverings are allowed to be worn	Guidance on safe removal of PPE provided to all staff in PPE kits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

in school they must be worn correctly				
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	<a href="#">safe working in education, childcare and children's social care</a>  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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
All visits to the school are restricted to those that are absolutely necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent and carer visits are suspended for: <ul style="list-style-type: none"> <li>new admissions,</li> <li>settling-in children new to the setting</li> </ul> attending organised performances		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Office staff to inform contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Office staff to explain on arrival	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	Consider the wearing of nitrile gloves during un packing <b>in addition to handwashing</b> . Gloves must be immediately removed and disposed of in lidded bins to prevent cross contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Schools should have discussions with key contractors about the school's control measures and ways of working  Risk assessment shared with Sewell FM and Caterlink when reviewed Updated risk assessment uploaded to school website.	<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 programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




these are delivered in keeping with the school's control measures				
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities	In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	<p>This can be achieved by a variety of measures including:</p> <p><b>mechanical ventilation systems</b> – 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. Staff to monitor temperature. Open windows fully when room is vacated and leave ajar when occupied in particularly cold weather.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	<p><b>Natural ventilation</b> – 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. Staff to monitor temperature. Open windows fully when room is vacated and leave ajar when occupied in particularly cold weather.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	<p>Staff and children advised to wear multiple layers</p> <p>Staff briefing 7<sup>th</sup> September 2020</p> <p>Parent Information Letter 8/9/2020</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	<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"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	<p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and 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. Doors to be closed as building is evacuated.	<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	<b>natural ventilation</b> – 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 <sup>th</sup> 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 <a href="#">School uniform</a>  Parent newsletter to explain situation on 25 <sup>th</sup> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Arrangements for Boarding Schools During Pandemic</b>				
Vulnerable children and the children of critical workers who have already travelled to their boarding school should continue to receive face to face education		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Where other pupils have already travelled to their boarding school, in anticipation of school starting, they can continue to receive remote education in their boarding houses	Where other pupils have not yet returned to their boarding school, they should not travel and should receive remote education at home	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable children and the children of critical workers who have not yet done so can return to their boarding school to receive face to face education		<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	<a href="#">Guidance on isolation for residential educational settings.</a>	<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"/>
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	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"/>	
<b>ACTION PLAN</b> (insert additional rows if required)	<b>To be actioned by</b>			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>	<b>Date</b>		
Site Preparation	C.Hancy and site staff	W.B 20 <sup>th</sup> 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 <b>This version updated to reflect new National Lockdown</b>	C.Hancy	14 <sup>th</sup> July 2020 21 <sup>st</sup> July 2020 August 2020 17 <sup>th</sup> July 2020 7 <sup>th</sup> Sept 2020 From 11 <sup>th</sup> Sept 2020  15 <sup>th</sup> January 2021	
Updated risk assessment following updated procedures from Sewell FM	Caroline Hancy	15 <sup>th</sup> January 2021	
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Assessor(s):</b>	Caroline Hancy	<b>Signature(s):</b>	
<b>Position(s):</b>	Headteacher		
<b>Date:</b>	15 <sup>th</sup> January 2021	<b>Review Date:</b>	19 <sup>th</sup> February 2021
Distribution: Staff/Governors/Trustees/Sewell FM/Over The Rainbow/Caterlink/Website			

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

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		Minor					
Insignificant	Minor injury	Remote	Less likely to occur	Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD