

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC			
Location	Dunnington CE Primary School Updated 22 nd April 2021-see yellow highlighted text for changes			
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>From 8 March, all pupils should attend school. Secondary pupils will be offered testing from 8 March</p>				
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</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>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:</p> <p>Reception- 29 pupils (1 class) (CG, LM, ES)</p> <p>Year 1- 22 pupils (1 class) (LJ, JP, JL)☒</p> <p>Year 2- 34 pupils (2 classes) (DA, LR, AG, AB)</p> <p>Year 3- 34 pupils (1 class) (SJ, CT, EC, LS)</p> <p>Year 4- 29 pupils (1 class) (KP, ES, ED, CM)</p> <p>Year 5- 33 pupils (1 class) (TE, HE, JL)</p> <p>Year 6- 39 pupils (2 classes) (RD, JD +another)</p>	☒	☐	☐
The school keeps a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups	<p>Staff to report to the school office any close contact that takes place between staff and children from different groups.☒</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><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></p>			
<p>Distinct groups or ‘bubbles’ that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible</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. 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> <p><i>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.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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>See above</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>Not applicable</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</p>	<p>Not applicable</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended</p>				
<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>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 will be used for Reception and Year 1 pupils to eat lunch at different times.</p> <p>The IT suite will be used by only one bubble each day to allow for thorough cleaning between bubbles.</p> <p>Individual lockers to be used for KS2 children to store coats and bags. Access to lockers limited to</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	arrival, break, lunch break and departure as these times are staggered for each group. R, Y1 and Y2 use their own cloakroom			
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 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. The integrity of bubbles will be maintained when planning extra-curricular clubs or peripatetic music in school.	<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	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"/>
The number of interactions or changes are minimised wherever possible	Most staff are allocated to only one bubble. However to ensure PPA can be provided, two members of staff are working in 2 different bubbles. This has been reduced from four.	<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 Staff to wash hands before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<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 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 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 either as a one-off contact or added up together over one day) with an infected individual</p> <p>Guidance-for-contacts-of-people-with-possible-or-</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person			
Staff in Secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible	Not applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care with other increased hygiene protocols in place to minimise the risk of transmission	<p>Same person providing support for entire week to minimise number of contacts, where possible</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"/>
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>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> <p>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</p>	<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"/>
Unnecessary furniture has been moved out of classrooms to make more space	<p>Some furniture has been moved into the school hall</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"/>

	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 keep groups apart and 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.</p> <p>External doors to be used to access outdoor areas, where possible. These can be propped open whilst the building is occupied.</p> <p>N.B Fire Drill They must be closed after groups have evacuated.</p> <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>Avoid creating busy corridors, entrances and exits</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>KS1 Playground Year 1 10:15-10:30am and 1:45-2:00pm Reception 10:40-10:55am and 2:15-2:30pm New KS2 Playground Year 2 10:15-10:30am and 2:10-2:25pm Year 3 10:35-10:50am 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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>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>			
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 with the exception of Reception and Year 1 who will use allocated tables in the hall. Lunch time for these two groups are staggered and tables/benches will be sanitised after use.</p> <p>Hands washed after eating.</p> <p>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 New KS2 Playground Year 2 12:15-12:45pm Year 3 12:50-1:20pm Old KS2 Playground Year 4 1:00-1:30pm Year 5 12:25-12:55pm Year 6 11:50-12:20pm</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 and supervised by MSA from classroom door. Selection of age appropriate playtime activities to be provided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<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. Sign on door 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. The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day</p>			
<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>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p>	<p>All EYFS and KS1 classes have access to 22h 30m teaching time. All KS2 classes have access to 23h 45m teaching time.</p> <p>Staggered start and finish times should not reduce the amount of overall teaching time A staggered start may include:</p> <ul style="list-style-type: none"> condensing or staggering free periods or break time but retaining the same amount of teaching time keeping the length of the day the same but starting and finishing later to avoid busy periods 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact</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 KS2 Playground</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>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>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>Children in Y5 and Y6 able to walk to and from school alone. HT to monitor punctuality and maintenance of bubble integrity.</p> <p>If parent arrives late to collect child, staff will remain with the child and radio office to ring the parents.</p> <p>CYPS Bulletin</p>			
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	<p>Parents informed in newsletter 5th March 2021</p> <p>This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt</p>	<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>	<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>See above.</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	<p>See above.</p> <p>HT to monitor drop off and collection protocols are adhered to.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

to use, only one adult per family should enter school grounds to drop off or collect)				
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	See above. HT to monitor drop off and collection protocols are adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can resume educational day visits from 12 April	Staff informed they can organise any educational day visits..(23 rd April 2021) Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic and International residential educational visits must not take place at this time. This will be reviewed no earlier than 17 May		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will work to resume all before and after-school educational activities and wraparound childcare for pupils		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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. Extra-curricular activities will begin to be reintroduced whilst maintaining the integrity of the bubbles and continuing to minimise staff contact with different bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member	Extra-curricular provision will only take place outside initially.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities taking place outdoors can happen in groups of any number	This is because the transmission risk is lower outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where parents are using external childcare providers or out of school	N/A Wrap around care provided by Over The Rainbow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>extra-curricular activities for their children, you should also:</p> <ul style="list-style-type: none"> • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. • encourage them to check providers have put in place their own protective measures • send them the link to the guidance for parents and carers 				
<p>If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have:</p> <ul style="list-style-type: none"> • considered the relevant government guidance for their sector • put in place protective measures 	<p>Over The Rainbow asked to share their risk assessment with HT</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Social Distancing Measures Not Followed During Travel to and from School</p>				
<p>Parents and pupils are encouraged to walk or cycle to their education setting where possible</p>	<p>Parents advised in newsletter 5th March 2021</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport</p>	<p>Parents advised in newsletter 5th March 2021 Safer travel guidance for passengers</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</p>	<p>Cleaner 1 on site 10:00am-3:00pm Cleaner 2 and 3 on site 3:00pm-6pm Children to be seated at the same desk throughout each day, where appropriate (R/Y1 classes operate differently).</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>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>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> <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>			
Frequently touched surfaces, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	<p>Touch points cleaned systematically throughout day 10:00am - end of day</p> <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 all desks and chairs wiped with disinfectant at the end of each school 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	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	<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%</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	bacteria). It is suitable for food preparation as well as general cleaning 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			
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	As we don't have the capacity to clean outdoor equipment, it is out of use for the foreseeable future. This would also apply to resources used inside and outside by wraparound care providers	<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	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 bubble; these are cleaned regularly, along with all frequently touched surfaces	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. 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 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	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

of 48 hours (72 hours for plastics) between use by different bubbles	rotational basis by support staff. Post it placed with equipment stating date it was last used.			
Pupils should limit the amount of equipment they bring into school each day, including essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy)	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"/>
The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either: • restricted to one user • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals	Therapy ball restricted to one user Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use	<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. Staff responsible for wiping devices used in their bubbles prior to returning to secure cabinets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Parents /carers/staff to be reminded in newsletter on 5 th March 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a	Parents /carers/staff to be reminded in newsletter on 5 th March 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

positive case, has a legal obligation to do so				
<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> they have one or more coronavirus (COVID-19) symptoms a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms they are legally required to quarantine, having recently visited countries outside the Common Travel Area they have had a positive test they have been in close contact with someone who tests positive for coronavirus (COVID-19) 	Parents /carers to be reminded in newsletter on 5 th March 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> the start of their symptoms the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school) 	Parents /carers/staff to be reminded in newsletter on 5 th March 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia</p>	This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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 will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required</p>	You can reach them 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.</p>	<p>Not applicable</p> <p>While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p>Remote Learning Protocols are in place for most instances when children are required to work from home. Class teachers will keep in regular contact with any pupils working from home. Personalised plans will be implemented 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Information provided to staff with LFD testing</p> <p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend</p>	<p>Parents informed in newsletter on 26th February 2021. Remote learning will be provided in accordance with Remote Learning Protocols.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions</p>	<p>Individual risk assessments reviewed with returning staff</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff with specific health conditions who fall within the CEV category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p>Individual risk assessments are needed and guidance must be sought</p> <p>Individual risk assessments reviewed with returning staff</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings</p>		☒	☐	☐
<p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission</p>		☒	☐	☐
<p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home</p>		☒	☐	☐
<p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19) where it is not possible to work from home, these staff can attend school as long as the <u>system of controls is implemented</u></p>	<p><u>information available on who is at higher risk from coronavirus</u></p>	☒	☐	☐
<p>Pregnant women are in the 'clinically vulnerable' category</p>	<p>Relevant staff are currently working from home.</p> <p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment.</p> <p>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><u>RCOG Q&A covid19 virus infection and pregnancy</u></p>	☒	☐	☐
<p>We currently advise, due to the increased risk of serious illness and premature birth after 28 weeks gestation arising from Covid, that pregnant colleagues in their 3rd trimester do not attend a physical workplace. Therefore, from now on pregnant employees in their 3rd trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28th week of pregnancy</p>	<p>Relevant staff are currently working from home.</p> <p>As pregnant women are currently advised not to be vaccinated and there continues to be moderate levels of coronavirus transmission within the community, we have decided to continue to advise those in the 3rd trimester of pregnancy to continue to remain away from workplaces</p>	☒	☐	☐

	As per NYCC and CYC recommendation			
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing	Read about the: extra mental health support for pupils and teachers , Wellbeing for Education return programme Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing	<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	Currently no volunteers in school only trainee teachers. Trainees are allocated to only one bubble and asked to remain 2 metres from staff and pupils wherever possible Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND can provide interventions as usual		<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 minimise contact and maintain as much distance as possible from other staff	Supply teachers employed on a full-time fixed term contract in school to minimise number of visitors to the site If supply teachers are required for occasional days, they are asked to maintain 2 metre distances and to wear face coverings in class. 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply staff, volunteers and other temporary or peripatetic staff can move between schools.	They should ensure they minimise contact and maintain as much distance as possible from other staff. Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of controls . They should also have access to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>information on the safety arrangements and be provided with this as soon as possible after the booking.</p> <p>This also applies to other temporary staff and volunteers working in schools such as:</p> <ul style="list-style-type: none"> • support staff working on a supply basis • peripatetic staff such as music tutors and sports coaches • those working in before and after school clubs 			
Site User Becoming Unwell				
<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 arrange to have a test to see if they have coronavirus (COVID-19)</p>	<p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test</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. A window should be opened for fresh air ventilation if it is safe to do so</p>	<p>Pupil/s with Covid-19 symptoms awaiting collection will be moved to the medical room.</p> <p>Pupil/s with other symptoms will wait in the reception area.</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>	<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>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</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"/>

very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment			
In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household	All pupils must be collected by a parent/carer, including year 5 and 6 pupils. If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result	Pupils are not tested on site If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if 	Staff briefing 7 th September 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>escalated) which is a legal obligation</p> <ul style="list-style-type: none"> they have tested positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school 				
<p>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>	<p>Staff briefing 7th September 2020</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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>	<p>On site staff to clean with 'Cleaner Disinfectant' once pupil has been collected.</p> <p>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 mist the room will be made by Sewell FM</p> <p>COVID-19: cleaning of non-healthcare settings guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Developing Symptoms</p>				
<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 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>	<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School have received an initial supply of 10 PCR test kits before the start of the autumn term in 2020 and information about how to order to replenish this supply when they are running out	You can replenish these kits when they run out by making an order through the online portal. You should call the Test and Trace helpdesk on 119	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	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 .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines	Parents /carers/staff to be reminded in newsletter on 5 th March 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test	Parents /carers/staff to be reminded in newsletter on 5 th March 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate	Parents /carers/staff to be reminded in newsletter on 5 th March 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Parents /carers/staff to be reminded in newsletter on 5 th March 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be	Staff briefing 7 th September 2020 Parent Information Letter 17 th July 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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				
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>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> <p>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"/>
Parents and staff are asked to inform the school immediately of the results of a test	<p>Parent Information Letter 17th July 2020</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.		<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 as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact	<p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> <p>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"/>
Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19)	<p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>			
<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 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</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 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</p>	<p>Close contact can be anyone who:</p> <ul style="list-style-type: none"> • lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): • face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> • been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) • travelled in the same vehicle or a plane 			
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"/>
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	<p>Temporary handwashing station to be installed in Spare Classroom to be used by Y2 in afternoons and to ease demand on KS1 toilet facilities</p> <p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	Not currently applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	Not currently applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	Not currently applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Not currently applicable. Risk assessments will be completed if the situation changes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them				
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 MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	Skin friendly cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p> 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"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that	The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

all pupils understand that this is now part of how the school operates				
Inadequate Personal Protection & PPE				
Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom	Face coverings are 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"/>
Children in Primary schools do not need to wear a face covering		<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	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability • where putting on, wearing or removing a face covering will cause you severe distress • if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate • to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Secondary schools face coverings should be worn in classrooms or during activities where social distancing cannot be maintained	Not applicable This does not apply in situations where wearing a face covering would impact on	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

These measures will be in place until 17th May when it will be reviewed	the ability to take part in exercise or strenuous activity, for example in PE lessons			
Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission	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. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings do not need to be worn by pupils when outdoors on the premises	Face coverings are not worn by our pupils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed to: <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom 	Face coverings are not worn by our pupils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 carefully	Staff responsible for own safe use of face coverings. Staff briefing 7/9/2020 Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day	<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 process for when face coverings are worn within the school and how they should be removed	This procedure should be communicated clearly to pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes	Face coverings are not worn by our pupils	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	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 safe working in education, childcare and children's social care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	Not currently applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	Not currently applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
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 inform contractors	<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		<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"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including: 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) Windows and external doors to be opened by site staff every morning and closed every night following final clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Windows and external doors to be opened by site staff every morning and closed every night following final clean.			
Where possible, occupied room windows should be open	Staff and children advised to wear multiple layers Staff briefing 7 th September 2020 Parent Information Letter 8/9/2020	<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	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 .	<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	<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)	<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	Parent newsletter to explain situation on 25 th September 2020 and Parent Welcome Zoom Meetings For more information see School uniform	<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	Not applicable Desk fans are pointed away from people and pointed at walls etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If school needs to use additional heaters they only use sealed, oil filled electric heaters	Not applicable 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 a boarding school you will need to explain the rules to pupils and their parents before they travel to the UK		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Anyone who is not a British or Irish national, or who does not have the right to reside in the UK, who has travelled from or through a 'red list' country in the previous 10 days, is not permitted to enter the UK and should be told not to travel	New guidance has been issued on the quarantine arrangements for boarding school students travelling to attend a boarding school in England who meet the UK entry requirements and have travelled from or through a 'red list' country in the previous 10 days	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils travelling to England from other, non-red, list countries outside the common travel areas in the last 20 days will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK's genomic sequencing programme		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Before travelling, everyone must:</p> <ul style="list-style-type: none"> take a coronavirus (COVID-19) test and get a negative result during the 3 days before you travel book and pay for a travel test package, which will include coronavirus (COVID-19) tests to be taken on day 2 and day 8 of your quarantine <p>complete a passenger locator form before arrival, with details of where you will quarantine when you arrive and the travel test package booking reference number</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	residential settings with international students guidance and in how to self-isolate when traveling to the UK guidance			
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"/>
Boarding pupils should not use public transport if they are symptomatic	If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the safe working in education childcare and childrens social care settings guidance	<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 Emailed to staff, governors and trustees Tuesday 2nd March 2021 Shared on School Website Tuesday 2nd March 2021 Daily staff briefings to raise any concerns/issues Updated to reflect updated guidance on 22nd April 2021. Emailed to staff and governors. Displayed on school website.				
What is the level of risk for this activity/situation with existing control measures		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input 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	
Letter to parents/carers on Friday 5 th March to include information on wearing of face masks on school premises, advice re wraparound/childcare arrangements, travel to and from school, reminders re contacts and reducing spread, expectations re asymptomatic testing/ PCR tests		Caroline Hancy	5 th March 2021	
Daily briefings to check effectiveness of plan		Caroline Hancy	8 th March onwards	
Update following initial consultation		Caroline Hancy	2 nd March onwards	
Monitor and review		All staff	Ongoing	
Update risk assessment weekly initially		C.Hancy	Every Week	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	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:	22 nd April 2021	Review Date:	21 st May 2021	
Distribution: All School staff and service providers				
Staff, Governors, Trustees, Parents, Sewell FM, Caterlink, Over The Rainbow				

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

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓	Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely	Less likely to occur	Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD