

Activity/ Situation	WIDER OPENING OF SCHOOL				
Location	St. Mary's Church of England Primary School				
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities <p>This risk assessment has been shared with all staff & governors (27.5.20) so that they are aware of procedures.</p> <p>Operational procedures included in Phased Return to School 3 groups, shared with all staff (27.5.20) & is continually being updated.</p> <p>Information on wider school opening plans shared with parents via Parent Pay (28.5.20).</p>				
	CONTROL MEASURES (Bullet points identify additional information)	ADDITIONAL INFORMATION	YES	NO	N/A
Social Distancing Measures Not Followed					
<p>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to.</p> <ul style="list-style-type: none"> • Only 1 Reception aged critical worker child currently on site 	Early Years Foundation Stage	☒	☐	☐	
<p>As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.</p> <ul style="list-style-type: none"> • In consultation with parents, numbers of days per week have been agreed 	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance	☒	☐	☐	

<ul style="list-style-type: none"> • Ongoing discussions with parents regarding any potential changes to these days, depending on the needs of each individual child • Attendance monitored against agreed days & parents phoned when children are not in on a day they had indicated that they would be present 				
<p>Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible.</p> <ul style="list-style-type: none"> • Maximum group size of 14 children which includes 8 sibling groups • Sibling groups to sit together • 9 sibling groups the maximum • 6 sibling groups placed in the smaller classroom • Not all children present every day • Desks spaced so that all children are sitting at least 2m away from each other • Desks spaced so that all children are sitting no closer than 2m to the teacher's desk and extra seat for a second adult in class 	<p>DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020</p> <p>DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the 2 metres rule is applied</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded.</p> <ul style="list-style-type: none"> • Only one child allowed to the toilet at a time from class – monitored by kingdom staff • Children to check that no other children are in the toilet before entering by knocking & shouting inside partly opened door • Children to wait outside, 2m from the door, if someone is already in there • Staggered break and lunch times to avoid groups of children using the toilet together • Kingdom 3 to use accessible toilet 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CYP use the same classroom or area of a setting throughout the day</p> <ul style="list-style-type: none"> • Kingdoms to stay in own classroom during the morning & be outside as much as possible during the afternoons • Lunch to be served in individual kingdoms 	See Phased Return to School document for outside timetable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are seated at the same desk each day if they attend on consecutive days.</p> <ul style="list-style-type: none"> • Name cards used to identify seating 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>CYP and staff where possible, only mix in a small, consistent group or “kingdom” and that small group stays away from other people and groups.</p> <ul style="list-style-type: none"> • <i>Kingdoms of children & staff to stay the same & not be mixed up</i> • <i>Kingdoms 2 & 3 outside together for break & lunch but are separated on the playground and school field by a coned 2m gap – monitored by staff</i> • <i>Kingdoms exit and enter school separately – monitored by staff</i> 		☒	☐	☐
<p>CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.</p> <ul style="list-style-type: none"> • <i>Staggered break & lunch times – Kingdoms 2 & 3 outside together with one member of staff but both kingdoms separated by a coned 2m gap on playground & field & member of staff to keep 2m social distancing from children in other kingdom where possible – monitored by staff</i> 		☒	☐	☐
<p>The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff</p> <ul style="list-style-type: none"> • <i>Staff to stay in same kingdoms in class</i> • <i>Same member of MSA staff outside on duty for all kingdoms but to ensure strict 2m social distancing from all children</i> • <i>Headteacher to be available to deal with any emergencies with any group at any time</i> 		☒	☐	☐
<p>Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact.</p> <ul style="list-style-type: none"> • <i>Staff advised to stay in own seat when in class to maintain 2m social distancing where possible</i> • <i>If staff need to move around the classroom to speak to a child about their work, ask them to pass it to the other end of their table & then reach for it, or stand behind the child</i> 		☒	☐	☐

<ul style="list-style-type: none"> • <i>Staff advised not to crouch down to a child's level or sit next to them at any time</i> 				
<p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p> <ul style="list-style-type: none"> • <i>Regular reminders from staff</i> • <i>Posters up in classrooms & around the school – Admin Officer to carry out</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to which lessons or classroom activities could take place outdoors.</p> <ul style="list-style-type: none"> • <i>Lessons to take place outdoor as much as possible in the afternoons with 2 kingdoms working apart from each other</i> 	See Phased return to School document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building.</p> <ul style="list-style-type: none"> • <i>Kingdoms to stay in own classrooms or outside</i> • <i>No use of school hall with children</i> • <i>Individual children to be sent to use photocopier or around school only if absolutely necessary</i> • <i>Floor markings to be used by children to ensure 2m distancing around school & in classrooms</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded.</p> <ul style="list-style-type: none"> • <i>Kingdom 3 to use accessible toilet</i> • <i>Only one child to use toilets at a time – staff to monitor</i> • <i>Children to knock & shout through partially opened door to see if there is another child using the toilet before entering</i> • <i>If toilet is in use, child waiting outside must do so at 2m using floor markings</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assembly groups staggered		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all CYP are not moving around the school at the same time.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> Staggered break & lunch times – Kingdoms 2 & 3 outside together with one member of staff but both kingdoms separated by a coned 2m gap on playground & field & member of staff to keep 2m social distancing from children in other kingdom where possible 				
<p>Lunch breaks are staggered.</p> <ul style="list-style-type: none"> Children to wash hands before lunch – monitored by staff Lunch to be brought to classroom door by staff & collected from trolley by children individually whilst MSA steps back 2m Staggered break & lunch times – Kingdoms 2 & 3 outside together with one member of staff but both kingdoms separated by a coned 2m gap on playground & field & member of staff to keep 2m social distancing from children in other kingdom where possible 	<p>CYP should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, they should be brought their lunch in their classrooms</p>	☒	☐	☐
<p>Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity</p> <ul style="list-style-type: none"> Each kingdom to have their own sports equipment & this is not to be shared between kingdoms 	<p>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place</p>	☒	☐	☐
<p>Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</p> <ul style="list-style-type: none"> Groups & individuals to stay in class as much as possible, avoiding moving round school – staff to monitor 		☐	☒	☐
<p>Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).</p>		☒	☐	☐

<ul style="list-style-type: none"> All children regularly reminded of measures implemented in school – staff to monitor Key measures shared with parents & carers to discuss with children – sent out via Parent Pay (28.5.20) Children provided with further support where necessary 				
<p>Drop-off and collection times staggered.</p> <ul style="list-style-type: none"> 3 kingdoms have staggered 10 minute drop off & pick up window to avoid larger groups of parents dropping off or collecting children at the same time – monitored by Head & staff Parents asked to stay at cars & children sent one family group at a time to support social distancing on the pavements without anyone needing to move off the pavement – monitored by Head & staff 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend.</p> <ul style="list-style-type: none"> Parents asked to do this in Parent Pay message (28.5.20) – monitored by Head & staff 	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent they must follow social distancing guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact.</p> <ul style="list-style-type: none"> Set times for staggered drop off & collections Parents to stay at cars & children sent from gate one at a time starting from nearest car on one side, then nearest on other side etc. – staff to monitor 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and CYP are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p> <ul style="list-style-type: none"> Parents asked to do this in Parent Pay message (28.5.20 + updated on 5.6.20) 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p> <ul style="list-style-type: none"> Parents asked to do this in Parent Pay message (28.5.20) 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>External entrances to classrooms are used where practical</p> <ul style="list-style-type: none"> No external entrances 		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Multiple groups do not use play equipment simultaneously <ul style="list-style-type: none"> Each kingdom to have own bag of play equipment to be used outside – monitored by staff 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing <ul style="list-style-type: none"> No Reception group in school 		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools offering residential provision have considered the maximum number of CYP they can safely accommodate in residences		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff working in Offices are adequately distanced, are on rota or are working from home. <ul style="list-style-type: none"> Staff to maintain 2m social distancing when Admin Officer is in the office with taped line on floor across entrance to office Glass shutter to be kept closed when speaking with visitors to school Admin Officer to go outside to collect anything easy enough to carry that is brought in to school – item to be put on ground & picked up when individuals are 2m apart 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained. <ul style="list-style-type: none"> Staff room to be limited to 2 people in there at a time Staff to have lunch in school hall where 2m social distancing can be maintained 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and CYP encouraged to walk or cycle to their education setting where possible <ul style="list-style-type: none"> This is difficult with us having young children from several surrounding villages 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required <ul style="list-style-type: none"> Safety measures on school buses sent out to parents who might wish to use them 	Coronavirus (COVID-19): safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers <ul style="list-style-type: none"> Drivers will wear face masks 	-Following CYC guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • Drivers fully briefed on hand and respiratory hygiene, and the correct procedures for “donning and doffing” PPE • Vehicle windows will be open to allow free-flow of air • Areas of vehicles such as door handles etc, will be wiped down with antibacterial wipes before and after each journey • Drivers are issued with hand sanitiser 				
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) <ul style="list-style-type: none"> • CYC & NYCC to arrange this in conjunction with school – Admin Officer to monitor 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning				
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. <ul style="list-style-type: none"> • Chairs, laptops & tablets identified for extra cleaning • Key touch points cleaned more frequently – break time, lunch time & after school – carried out & monitored by Caretaker / Cleaner & Head 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal. <ul style="list-style-type: none"> • Key touch points across the school cleaned at break times & lunch times – Head to monitor • No shared equipment allowed in class – staff to monitor • Children to use own pack of essential resources provided by school – staff to monitor • Each kingdom to use their own bag of play equipment at play times & not share this across other kingdoms – staff to monitor • School reading books are accessible but these are collected by staff from around school only when children are not in their kingdoms. Books are returned to kingdom staff by children, 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><i>who then keep them for 72 hours before returning to bookshelves – kingdom staff to monitor</i></p>				
<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.</p> <ul style="list-style-type: none"> <i>These are cleaned at the end of every day after staff & children have left, then cleaned at break times & lunch times – Head & Caretaker / Cleaner to monitor</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins for tissues and other rubbish are emptied throughout the day.</p> <ul style="list-style-type: none"> <i>Monitored by kingdom staff and checked at lunch times & emptied where necessary – Head to monitor</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary.</p> <ul style="list-style-type: none"> <i>Extra supplies ordered to ensure that sufficient are in school – Caretaker / Cleaner & Admin Officer to monitor</i> <i>Each kingdom to have their own hand gel, antibacterial wipes, paper towels, tissues & disposable gloves to use where necessary</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and CYP use</p> <ul style="list-style-type: none"> <i>Monitored by staff</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it.</p> <ul style="list-style-type: none"> <i>Each kingdom to use their own bag of play equipment at play times & not share this across other kingdoms – monitored by staff on playground duties</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it.</p> <ul style="list-style-type: none"> <i>Each kingdom to have a bag of equipment to use that is only used by their kingdom & not shared across kingdoms – monitored by staff on playground duties</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere.</p> <ul style="list-style-type: none"> <i>Resources not available for use by children as we cannot clean them regularly</i> <i>Reading books from around the school are accessible to staff to collect for children with books being stored for 72</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>hours after use before returning to the bookshelves – staff to monitor</i>				
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed. <ul style="list-style-type: none"> <i>Cushions, PE bags & science shirts removed from classes</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus. <ul style="list-style-type: none"> <i>Parents asked of this in Parent Pay message (28.5.20)</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently <ul style="list-style-type: none"> <i>No shared resources and children to have a set place</i> <i>Key touch points are cleaned more frequently during the school day at break times & lunch times – Head to monitor</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books <ul style="list-style-type: none"> <i>No resources to be taken home</i> 		<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 <ul style="list-style-type: none"> <i>No devices to go home with children</i> 		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible <ul style="list-style-type: none"> <i>Addressed in letter to parents (28.5.20)</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work. <ul style="list-style-type: none"> <i>Any staff classed as clinically extremely vulnerable are not expected to attend work</i> <i>Staff who are clinically vulnerable are not expected to attend work as stringent social distancing cannot be guaranteed in the kingdoms</i> 		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> One member of staff who is clinically vulnerable has chosen to be in school, though not in a kingdom setting, & a risk assessment has been written to manage & minimise the risk as much as possible 				
<p>If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site</p> <ul style="list-style-type: none"> One member of staff identified and this has been discussed with them 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p> <ul style="list-style-type: none"> PPE equipment to be sent to school from PHE – now received & stored just outside main office Donning & doffing guidelines given to all staff & on display in staffroom 	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after.</p> <ul style="list-style-type: none"> Staff to talk with children about sneezing into tissue or crux of elbow Tissues provided in every class – staff to monitor Catch it, bin it, kill it posters up in each classroom and main areas – Admin Officer to arrange 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Used tissues to be put in a bin immediately</p> <ul style="list-style-type: none"> Staff to monitor 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p> <ul style="list-style-type: none"> Staff & parents informed of procedures (28.5.20) 	COVID-19: guidance for households with possible coronavirus infection guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a CYP 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 CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</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"/>

<ul style="list-style-type: none"> • <i>Child to be moved to foyer area to be monitored behind glass partition by Admin Officer</i> • <i>Headteacher called to monitor child</i> • <i>All individuals to stay 2m away from pupil</i> • <i>Headteacher to wear PPE if support for pupil closer than 2m away is needed – accessible in main office</i> 				
<p>If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> • <i>Child to use one of the staff toilets</i> • <i>Clear & visible sign put on door straight away to identify as out of use</i> • <i>Toilet fully cleaned by Caretaker / Cleaner at the end of the day</i> 		☒	☐	☐
<p>PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs).</p> <ul style="list-style-type: none"> • <i>Headteacher to undertake if necessary</i> • <i>Face covering, glasses, gloves & apron to be worn</i> 	See Inadequate Personal Protection & PPE section of this risk assessment	☒	☐	☐
<p>In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <ul style="list-style-type: none"> • <i>Staff to follow emergency protocols</i> 		☒	☐	☐
<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> • <i>Staff member to be sent home to self-isolate if care & support for a sick child was within 2m for over 15 minutes</i> 		☒	☐	☐
<p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> • <i>This to be carried out by Caretaker / Cleaner or headteacher as soon as the child has been collected</i> • <i>Face covering, glasses, gloves & apron to be worn</i> 		☒	☐	☐

<ul style="list-style-type: none"> PPE & cloths used to be disposed of according to government guidance – double bagged & stored for 72 hours 				
<p>Site User Developing Symptoms</p>				
<p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p> <ul style="list-style-type: none"> Information included in Parent Pay message (28.5.20) 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <ul style="list-style-type: none"> Information included in Parent Pay message (28.5.20) 	<p>All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.</p> <ul style="list-style-type: none"> Information included in Parent Pay message (28.5.20) 	<p>The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice</p>	<p>If anyone in the household develops a fever, a new continuous cough or a loss or change to your sense of smell or taste, they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	household in isolation for 14 days)			
Inadequate Hand Washing/Personal Hygiene				
<p>Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <ul style="list-style-type: none"> • <i>Regular reminders to staff & from staff to children in an age appropriate manner - Head to monitor</i> • <i>Signs promoting good hand washing in toilets & at sinks in classrooms - Admin Officer to arrange</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The 'catch it, bin it, kill it' approach is promoted.</p> <ul style="list-style-type: none"> • <i>Signs in classrooms & around school – Admin Officer to arrange</i> 	<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></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Wash with liquid soap & water for a minimum of 20 seconds</p> <ul style="list-style-type: none"> • <i>Head to remind staff & staff to regularly remind & monitor with children</i> 	Guidance on hand cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances CYP should not be using alcohol based hand cleansers.</p> <ul style="list-style-type: none"> • <i>Hand gel available in foyer & in each classroom for teachers to administer if necessary</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day</p> <ul style="list-style-type: none"> • <i>Kingdom 3 to use accessible toilet, leaving kingdoms 2 & 4 to use main children's toilets</i> • <i>Toilet handles, sink taps, soap dispensers, door handles, door locks, light switches in all staff and children's</i> 	<p>This needs to be done first thing in the morning, after breaks and after lunch at least</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>toilets to be cleaned at break time & lunch time – Head to carry out & monitor</i>				
<p>Hands must be dried properly to prevent infection and drying out.</p> <ul style="list-style-type: none"> <i>Kingdom staff to discuss with children</i> 	<p>Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
<p>PPE will need to be worn by a member of staff if a CYP 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 CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> <i>Headteacher to manage this</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE.</p> <ul style="list-style-type: none"> <i>Number of resources monitored by MS & further resources ordered when needed</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
<p>Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by Skype or Zoom</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All visitors and contractors must make pre-arranged appointments or they will not be allowed on site.</p> <ul style="list-style-type: none"> <i>Sign on main gate stating no visitors on site</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.</p>	<p>Times of visits may need to be adapted to take in to account the ability to maintain appropriate</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <i>This is to include ABM, Aspects, Total Sport etc.</i> 	social distancing measures and availability of resources to effectively clean following the visits			
Inadequate Ventilation				
Ventilate spaces with outdoor air <ul style="list-style-type: none"> <i>Guidance given to staff from Head to leave doors open and have windows open as much as possible</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied <ul style="list-style-type: none"> <i>Toilet fans operate when lighting sensors identify movement in all children's toilets & one of the two staff toilets</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. <ul style="list-style-type: none"> <i>Guidance given to staff from Head to leave doors open</i> 	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people) <ul style="list-style-type: none"> <i>Fire drill planned for this half term</i> 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Activities				
CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> Discussed regularly with children & staff – Head & staff to monitor Floor markings to help guide children & staff – Caretaker to arrange 2m social distancing to be maintained as much as possible at all times, though this cannot be fully guaranteed – all staff to monitor Children encouraged to maintain 2m social distancing even at play times – staff to monitor 				
<p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts.</p> <ul style="list-style-type: none"> Shared resources in kingdoms or school limited or not used – staff to monitor When shared resources are used they are cleaned & returned, or kept for 72 hours before returning – staff to monitor Each child / family will have their own pack of key resources – staff to monitor 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
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		
Handwashing signs above every sink	MS	1.6.20		
Catch it, bin it, kill it posters in classes & around school	MS	1.6.20		
Contractors' risk assessments to be received in school	MS	Before next visits		
Communicate plans in place to support children & staff in school to parents	SJ	w/c 25.5.20		
2m social distancing markings on floor	SR	23.3.20		
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):	Steve Jones	Signature(s):	Steve Jones
Position(s):	Headteacher		
Date:	Tuesday 26th May 2020	Review Date:	Friday 5th June 2020 Added information: Shared resources cleaned or returned after 72 hours where used + individuals who are monitoring measures
			Friday 26th June 2020 Added information:
Distribution: Staff, governors, LA, union representatives, school website			

<i>Risk rating</i>	<i>Action</i>
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

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	
Remote	

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD