

| Activity/ Situation | WIDER OPENING OF SCHOOL- FINAL | | | |
|--|---|-----|----|-----|
| Location | Sacred Heart Catholic Primary School, Ilkley | | | |
| People at risk | <ul style="list-style-type: none"> ✓ Pupils ✓ Staff ✓ 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"> <input checked="" type="checkbox"/> Social Distancing Measures Not Followed <input checked="" type="checkbox"/> Social Distancing Measures Not Followed During Travel to and from School <input checked="" type="checkbox"/> Inadequate Cleaning <input checked="" type="checkbox"/> Shared Resources <input checked="" type="checkbox"/> Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors <input checked="" type="checkbox"/> Site User Becoming Unwell <input checked="" type="checkbox"/> Site User Developing Symptoms <input checked="" type="checkbox"/> Inadequate Hand Washing/Personal Hygiene <input checked="" type="checkbox"/> Inadequate Personal Protection & PPE <input checked="" type="checkbox"/> Visitors, Contractors & Spread of Coronavirus <input checked="" type="checkbox"/> Inadequate Ventilation <input checked="" type="checkbox"/> Fire and Intruder Alarms and Emergencies, Including Lockdown <input checked="" type="checkbox"/> School Activities | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | N/A |
| <p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p> | | | | |

| Social Distancing Measures Not Followed | | | | |
|--|--|-------------------------------------|--------------------------|--------------------------|
| For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to | Early Years Foundation Stage | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so | Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible. | DfE Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--|---|---|---|
| <p>This will be dependent on size of classroom and social distancing both in small groups and for individuals. Rooms to be used have been measured and set up to provide 2m where possible.</p> | <p>DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Rooms to be used have been measured and set up to provide 2m where possible between pupils.</p> | | | |
| <p>The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded</p> | <p>No cloakrooms will be used. Children will take their belongings in with them to class and leave in a delegated space e.g. coats on back of chairs, lunch boxes and water bottles at the end of the desk.</p> | ☒ | ☐ | ☐ |
| <p>CYP use the same classroom or area of a setting throughout the day</p> | <p>Children will use their own tray and books. School will provide stationary packs. Reception pupils will have access to resources in a mini bubble of three pupils.</p> | ☒ | ☐ | ☐ |
| <p>Staff required on site</p> | <p>Minimum of 1 adult per class. Weekly virtual staff meetings/ KIT via ZOOM.</p> <p>3 risk assessments of staff have been completed. 1 vulnerable members of school staff is self-isolating, at present, due to husband's underlying health conditions.</p> <p>Staff risk assessments are stored in the school office along with the RA.</p> | ☒ | | |
| <p>Workforce management - Communications and training – Ongoing communications and signage</p> | <p>ZOOM meetings once a week. Staff are signposted to external mental health agencies. Staff provided with helpful leaflets and websites through Jenby's. All staff to have signed to say they have read and understood the RA. Staff made aware of the protocols for moving around school using signage- briefing at ZOOM meeting in advance of re-opening for YR, Y1 and Y6.</p> | ☒ | | |
| <p>Protecting people at higher risk</p> | <p>One pupil is attending school as this child comes under the vulnerable category and has an EHCP. If this child returns, a TA will be available for him.</p> | ☒ | | |

| | | | | |
|--|---|-------------------------------------|--------------------------|--------------------------|
| | <p>RA kept in HT office and shared with relevant staff.</p> <p>Mental health and wellbeing for pupils will be met through trained pastoral staff members.</p> <p>Mental health and wellbeing activities are planned for the return to school of pupils.</p> | | | |
| Pupils are seated at the same desk each day if they attend on consecutive days | Apart from the one job share and when children change in the key worker group, as different children can attend on different days. However, we are expecting all children in YR, Y1 and Y6 to attend. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CYP and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups | If a staff member becomes ill, a change of staff member will be introduced. This will be relayed to families. If staff member becomes ill during time on site, the whole group in that bubble will be sent home to isolate until negative results are provided. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | Registers have been created so staff know which pupils to expect. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | Timetables are in place for all staff. All staff know which children they are responsible for and their room allocation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact, within social distancing guidance. | Impossible with younger children, where staff need to be alongside children at times and will not stand above children. Follow DFE Guidance. Staff will try as much as possible to observe social distancing measure. However, with our younger pupils this may not be realised. If this cannot be achieved, staff will continue to explain the new protocols to children. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|--|-------------------------------------|--------------------------|--------------------------|
| Staff and pupils are reminded that they must not touch their faces, eyes, nose etc. | Daily reminders throughout the day in lessons and through reference to signage. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to which lessons or classroom activities could take place outdoors | Adventure playground not to be used. EY will use their outside area and this will be partitioned so each EY group has access to outside equipment not used by other group. Some lessons will take place outdoors but CYP will not use additional equipment. Outside lessons for each group are timetabled to ensure one groups in each outside area at a time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building | See staffing plan. Distributed to all staff week beginning 18-05-20 To rearrange furniture safely, two members of staff have moved desks around classrooms. As far as possible, social distancing measures have been adhered to. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded | 2 children using the toilets at any one time; supervised by TA outside of toilet 1 child using the toilets at any one time; supervised by TA outside of toilet. Reception A- Reception toilets Reception B- Reception toilets Y1 A- Y1 toilets Y1 B- directly opposite Y1 class Y6 A- adjacent to Y6 classroom Y6 B- opposite Y6 classroom KW- toilets outside library | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assembly groups staggered | In class CW/ Assemblies only | <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 | Use class external doors only for outdoor break times. Breaks have been staggered to ensure CYP are not moving around the school at the same time | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lunch breaks are staggered Reception Group A in the hall Reception Group B on the other side separated. Y1 Group A in the Y1 classroom Y1 Group B in the Y2 classroom Y6 Group A in Y6 classroom | Groups will be kept apart as much as possible and tables in classes will be cleaned between each break. Lunches will be brought to their classrooms. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|-------------------------------------|--------------------------|--------------------------|
| Y6 Group B in Y5 classroom KW children- in hall second sitting | | | | |
| Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity following social distance guidance for groups and individuals. | 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 (see staffing plan) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Common Areas | Packed lunches for CYP will be delivered to classroom doors or located in a socially acceptable distance. | <input checked="" type="checkbox"/> | | |
| Consideration given to one-way circulation or placing an appropriate divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. | Tape on middle of the floors in corridors and wall signs with arrow signalling which way to travel. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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) and appropriate cleaning. | Social distancing signs/markers will be used in the playgrounds, gates, fencing for parents, staff and pupils displaying. Families will enter via one entrance to the school site and drop off their children at the class external doors, then leave via another entrance, following the one-way system. Sign on gate saying no vehicle access between these times clearly displayed (8.45 and 3.25) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Drop-off and collection times staggered considered in the light of school transport arrangements. | See staffing plan. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend | Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent, they must follow social distancing guidelines | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents' drop-off and pick-up protocols planned to minimise adult to adult contact | Details drop off and pick up protocols in parent letter for each group. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | Detailed in the parent letter for each group of pupils. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|-------------------------------------|--------------------------|--------------------------|
| contact (for example, which entrance to use) | | | | |
| 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) | Detailed in the parent letter. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| External entrances to classrooms are used where practical | YR A- YR external door YR B- Y1 external door Y1 A- Y2 external door Y1 B- Y3 external door Y6 A- Y6 external door Y6 B- Y5 external door KWCYP- Hall external door; through hall to library | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Multiple groups do not use play equipment simultaneously | The playground equipment will not be used. The playground will be timetabled for groups to use one at a time. | <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 | Learning activities staggered and pupils sitting at groups of 3 pupil workstations with their own little clear bag of resources provided by school. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff working in Offices are adequately distanced, are on rota or are working from home | One member of staff in the office each day. Staff to knock on the door before entering, keep 2m distance. If 2 members of staff in the office, knock and stay in the corridor to sort query. | <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 | Maximum 4; staff can use their allocated staff room for lunch too. | <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 | In parent letter | <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 | Coronavirus (COVID-19): safer travel guidance for passengers Send guidance to parents | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Transport arrangements cater for any changes to start and finish times, including a one-way system for foot and vehicular traffic. | Parking available at all times in the surrounding areas | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Revised travel plans clearly communicated to contractors, local authorities and parents where | Coronavirus (COVID-19): safer travel guidance for passengers Send guidance to parents | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|-------------------------------------|--------------------------|--------------------------|
| appropriate (for instance, to agree pick-up and drop-off times) | | <input checked="" type="checkbox"/> | | |
| Work-related travel | Staff will commute to and from school in their own vehicles and will not be sharing lifts. | <input checked="" type="checkbox"/> | | |
| Inadequate Cleaning | | | | |
| Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this | Classes to be disinfected every day and a deep clean of hard services on Friday evenings. Friday afternoon, TAs to clean toys, resources used with their group. Can use dishwasher for these if suitable. | <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 | Cleaning materials will be in each class for use during the day when needed. | <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 | School administrator to ensure that the entry system is wiped in the morning and cleaners after school | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bins for tissues and other rubbish are emptied throughout the day, stored for 72 hours, double bagged and PPE provided for cleaner. | TAs to empty class bins, double bagged, put into large bins in staff car park when during the day. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary | Additional stocks ordered and received. TA for each group responsible for reporting to JM each day of stocks required in their class | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disposable tissues are available in each room for both staff and CYP use, using separate dispensers. | 2 boxes per classroom marked staff and pupils | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it | T & TAs to use class cleaning materials. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it | No sharing of equipment across groups of pupils. EYFS outside area will be split in two and each group to access it separately. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere. If CYP brings an object from home it should be stored securely and returned at the end of the day. | Use class cupboards/hygiene suite where possible; where there is not enough storage space, label do not use and remind pupils of this. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|---|-------------------------------------|--------------------------|--------------------------|
| Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed | All soft toys and furnishings have been removed and stored. | <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 | No resources brought in from home. Book bags are not needed. Water bottle and packed lunch for KW and Y6 pupils; to be kept in on their desk. For Y6 only – if they need to bring in a mobile phone as walking home alone, it must be in a clear bag, turned off during school hours and kept in their lunch box. Any personal medical hand creams to be administered by the child in a labelled box. This will be left in the classroom. Sun cream to be administered at home prior to coming to school or by the pupils themselves from labelled tubes. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shared materials and surfaces are cleaned and disinfected more frequently | Use class cleaning materials and help kitchen staff clean tables between sittings. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff not taking resources from school home e.g. books | Staff to clean their own laptops and take responsibility for own belongings and storing food and drinks safely. | <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 do not need laptops from home. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input 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 due to serious underlying health conditions have been advised by their clinician to shield and are supported at home as much as possible | These pupils to complete home learning provided by school. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff who have been classed as clinically extremely vulnerable are not expected to attend work and can work from home. | BWCAT letter sent to staff 18.05.20 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable if stringent social distancing cannot be | BWCAT letter sent to staff 18.05.20 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|---|-------------------------------------|--------------------------|--------------------------|
| adhered to, they are not expected to attend site | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If a CYP or a member of staff lives with someone who is clinically vulnerable including BAME (but not clinically extremely vulnerable), including those who are pregnant, they can attend, but should not be instructed to do so, their education or childcare setting | BWCAT letter sent to staff 18.05.20 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued | BWCAT letter sent to staff 18.05.20 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19 | See Inadequate Personal Protection & PPE section of this risk assessment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after | Using online resources and posters in every classroom | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Used tissues to be put in a bin immediately | Staff box of tissues and pupil box of tissues in each classroom. TAs to label. Bins each class will be emptied, double bagged and securely disposed of twice during the day. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site User Becoming Unwell | | | | |
| 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 | COVID-19: guidance for households with possible coronavirus infection guidance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | If it is not possible to isolate them, move them to an area which is at least 2 m away from other people. First location- Rosary room Second location- Rainbow Room Third location River room No entry sign to be in each location and added to the door. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | Use toilet they have been allocated to their group; clean afterwards using protective equipment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--|-------------------------------------|--------------------------|--------------------------|
| 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) | See Inadequate Personal Protection & PPE section of this risk assessment | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital | Staff will phone 999, as usual, in the case of emergency and then contact the parents as soon as possible thereafter. Staff are provided with medical information for their children. One member of staff will stay with the child and accompany to the hospital if parents has not arrived on school site in time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If a member of staff has helped someone who was unwell with a new, continuous cough or a 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 | Staff are made aware of actions they must take in case of a child who is unwell. Staff will ensure that any PPE equipment used is double bagged and taken directly to the bin in the staff car park. The member of staff will wash hands thoroughly for 20m seconds. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accidents | First aiders will be provided with suitable PPE and RPE. Training to be provided for any relevant PPE / RPE (single use face masks) Staff will follow normal procedures and complete and accident form. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people | Staff member to wear full PPE when cleaning affected area. Room will not be used for 24 hours and will be deep cleaned prior to use. Second and third location then to be used. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site User Developing Symptoms | | | | |
| Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or | Included in parent letter. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|-------------------------------------|--------------------------|--------------------------|
| enter the education or childcare setting if they are displaying any symptoms of coronavirus | | | | |
| 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. | 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. Follow latest Gov Guidance and inform parents of that group if a pupil/adult who was in that group that a person has developed symptoms compatible with Covid-19. Inform parents if there is a change of adult for the group. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation | Staff to report test results to SLT. In this situation, we would request a copy of the test results and notify parents of the results of the test to re-assure them. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days | The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms. Public Health England will be consulted on the requirement to self-isolate the group / bubble upon knowledge of a positive Covid 19 test https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not the only method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice | If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Inadequate Hand Washing/Personal Hygiene | | | | |
|---|--|-------------------------------------|--------------------------|--------------------------|
| 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 | Staff and visitors to school are asked to use hand sanitiser before entering. Staff to use ladies and gent's toilets: 1 person in the toilet at a time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The 'catch it, bin it, kill it' approach is promoted | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wash with liquid soap & water for a minimum of 20 seconds | Guidance on hand cleaning | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances CYP should not be using alcohol-based hand cleansers | Hand sanitizer, tissues, paper towels and liquid soap and will be available in class and teachers and TAs will set a routine of handwashing to facilitate social distancing. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | This needs to be done first thing in the morning, after all staggered breaks and after lunch at least. A member of staff to do this after each group's break and lunch time. Sinks will be used in the classrooms. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hands must be dried properly to prevent infection and drying out. | Parents/carers to be advised to administer appropriate hand moisturisers offsite due to allergy risk. Any personal medical hand creams to be administered by the child in a labelled box. This will be left in the classroom. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|---|-------------------------------------|--------------------------|--------------------------|
| Cleaning the workplace - Handling goods | Deliveries to school of food will be dealt with by the kitchen staff (NYCC). Milk and fruit deliveries will be handled by the admin staff and they will wash hands before and after collection. | <input checked="" type="checkbox"/> | | |
| Cleaning the workplace - Hygiene – Handwashing, sanitation facilities and toilets | Regular reminders to all to maintain hygiene standards. Signage in all areas of school. Soap and water in sinks in classrooms as well as hand sanitisers. Paper towels available in all classes and toilets. NO HAND DRYERS TO BE USED. Hand sanitisers located in classes, staffroom and offices. Use of toilets will be monitored by an adult. Children will be reminded daily/ even more frequently of the new routines. | | | |
| Inadequate Personal Protection & PPE | | | | |
| 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 | Eye protection is to be available at this time. Staff will be reminded that PPE equipment once used, should be double bagged and placed in the bin in the car park. Staff will be reminded that they must not use PPE more than once. Continued reminders of washing hands as per guidance in posters around school. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE | BWCAT and NYCC providing PPE. PPE sought by JM a few weeks ago and delivered to school. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visitors, Contractors & Spread of Coronavirus | | | | |
| Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype | Following GOV/BWCAT Guidance. A record of any visitors to site will be maintained in the school office. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--|-------------------------------------|--------------------------|--------------------------|
| All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site | Following GOV/BWCAT Guidance. | <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 | Following GOV/BWCAT Guidance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inbound and Outbound goods | Deliveries will be dropped off in the main staff car park as usual, where children may not access without adult supervision (normal practice). Deliveries to take place before/ after school and between 9.45 and 2.30. | <input checked="" 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. Signage is around school both inside and outside. To explain the new protocols and to remind visitors to site of social distancing. Staff will be reminded to observe social distancing regulations if they are hosting for any reason. Risk assessments for NYCC staff have been requested. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Ventilation | | | | |
| Ventilate spaces with outdoor air | Class door will be propped open. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure regular airing with windows (even in mechanically ventilated buildings) | All windows in school will be wedged open. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keep toilet ventilation in operation as much as possible while building is occupied | External doors to be wedged open. | <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 aid ventilation | 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 | Fire emergency points: (NEW) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|---|---|------------------------------|
| accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people) | R Group A-Playground Fence Point 1 R Group B Playground Fence Point 2 Y1 Group A Playground Fence Point 3 Y1 Group B Playground Fence Point 4 KW pupils use Playground Fence Point 5 Y6 Group A Playground Fence Point 6 Y6 Group B Playground Fence Point 7 Lockdown procedures the same, in classes. | | | |
| 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 | Water cut off point in kitchen Gas cut off point in the boiler house Electric cut off point TBC | <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 | There are no changes to those listed with the company re key holders. | <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 | Teachers and TAs to set our clear rules and routines at the start of each day to remind pupils and throughout the day. We cannot guarantee social distancing for Reception and Y1 children although we will try our best. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts | Staff will clean and disinfect any equipment used outside of regulated resources. CYPs laptops will be used by one group per day for years 6,1 and KW. Laptops to be cleaned at the end of each day by a member of staff whose group has used them ready for the next day. iPad not to be used. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input 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 type="checkbox"/> | Med <input checked="" type="checkbox"/> | Low <input type="checkbox"/> |

| | | | |
|---|---|---|--|
| Is the risk adequately controlled with existing control measures | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ACTION PLAN (insert additional rows if required) | | To be actioned by | |
| Further control measures to reduce risks <i>so far as is reasonably practicable</i> | | Name | Date |
| Each classroom has 2m tape from front of class and table and chairs measured and photographed to be as close to 2m apart as possible with the needed amount desks and chairs in each classroom. | | Staff | 20-05-20 |
| New fire points to be made and placed at distanced points around the school field. Each class will leave by their external doors unless it is blocked. | | AA | Week beginning Monday 1 st June |
| Reception class tables to be organised in small mini bubbles for 3 pupils with as close as possible to 2m apart. | | Staff | 20-05-20 |
| Hand dryers to be deemed out of order | | AA | ASAP |
| 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): | Alison Ashworth EHT | Signature(s): | Alison Ashworth Moira Hogan |
| Position(s): | Moira Hogan HoS | | |
| Date: | 28-05-20 | Review Date: | 12-06-20 19-06-20 26-06-20 |
| Distribution: All staff, Academy Council | | | |
| We recommend that this risk assessment is shared with staff and unions | | | |
| <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 | RII/OOH reportable specified injury/ Disability/Generative Occurrence |
| Moderate | RII/OOH reportable over 7 day injury |
| Minor | Minor injury (requiring first aid) |
| Insignificant | Minor injury |

| LIKELIHOOD | |
|---------------|----------------------|
| Highly Likely | More likely to occur |
| Likely | |
| Possible | |
| Unlikely | Less likely to occur |
| Remote | |

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