

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020				
Location	KILLINGHALL CE PRIMARY				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation 				
	CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO
<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>					
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed					
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p>Details:-4 clearly defined in school groups: EYFS. KS1. LKS2, UKS2 These 'bubbles' enable phonics delivery along with catch up in Yr1/2, and to deliver mixed age catch up and nurture groups across KS2 and facilitate safe entry in to school for everyone. When swimming lessons resume it allows groups to continue with that provision. Lunchtime provision and playtimes outside will be in these groups. Predominantly the children will remain in their own class groups, with as little mixing as possible into the larger defined bubbles. Although some staff will move between groups the majority will be with their own class group/bubble – see later for movement of staff.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	<p>Record book set up in each classroom for all adults to 'sign in/out'. Notes made of any significant close contact ie 1:1 small group work.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary schools may be able to implement groups that are the size of a full class. If that can be	<p>We have followed Govt guidance – 'Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles' See above re consistent groups. To deliver our curriculum and catch up we will implement KS groups, although most children will remain firmly in their class group.			
In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	NOT APPLICABLE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended	NOT APPLICABLE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups	See above re consistent groups and predominantly in class groups. EYFS to be kept in their own Bubble and space. Social distancing will be maintained as much as possible with reminders from staff as well as signage and distancing footprints on the floor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Yes – children will be given clear guidelines about distancing. (see point above). One way arrows on floors, footsteps distancing signs to be used, yellow distancing marker tape in classrooms and the hall – with clearly defined areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible	Yes – only children from that particular class allowed in each classroom. Only shared space will be hall (and occasionally learning lounge area, but never with mixed groups at the same time.) Any shared cloakroom space kept to a minimum with no interaction times. Marker tape used to define sections to ensure no mixing. Staff to supervise children at all times in EYFS/KS1 and Yr3 cloakroom areas. Lockers in KS2 use to be kept to a minimum – small groups from the same bubble at a time. After school provision will be in 'bubble' spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Where possible distancing will be encouraged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the	See above re groups – no Funtime Zone initially. After school provisions in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	bubbles – small groups. Before school provision a small consistent group of 15 – split by KS in hall, carton of juice and cereal bar – no food preparation.			
Boarding pupils can be in one group residentially and another during the school day	Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time	Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Limited but when this happens clear record keeping in place. Staff move to children – children do not move to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Shared guidelines with staff and all agreed. Risk assessment and guidelines shared with external staff. Marker tape on floor in classrooms defines teacher space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Yes -shared guidelines with staff and all agreed. Marker tape on floor in classrooms defines teacher space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Shared guidelines with staff and all agreed. Staff to approach pupils from behind not front – visors to be worn in lunch hall. Records kept of any close contacts. Staff to ensure that no contact with an individual is for more than 10 minutes. Use of staff room and office limited – strict staff guidelines in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	Children and staff will be spaced appropriately and encouraged to maintain distance. No face to face contact outside of agreed distancing measure. Reminder notices positioned in clear view.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	Shared guidelines with staff and all agreed. Staff to approach pupils from behind not front – visors to be worn in lunch hall. Staff to ensure that no contact with an individual is for more than 10 minutes. Records kept of any close contacts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	As far as is reasonably possible in KS1, limit number of children per table dependent upon shape/size of table. All tables in Yr 3,4,5 forward facing, Yr6 portakabin seating will be side by side with 2 mts space where there is a row of face to face seating – no children seated directly opposite each other, spacing between each desk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	Yes, always approach from behind. (see previous comments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	3 pupils individually risk assessed due to them being shielding pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unnecessary furniture has been moved out of classrooms to make more space	Unnecessary furniture has been moved and taped off where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	Agreed no gatherings – held via Zoom	<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	Yes – children remain in their own classrooms. Movement to play times is via outer classrooms doors directly to bubble areas of playground. Only shared space will be hall (and occasionally learning lounge area, but never with mixed groups at the same time.) Movement to the lunch hall will be closely supervised with staggered times to ensure no mixing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times using different entrances. Sent out to parents in August.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Yes – clear guidelines sent to parents – August 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Yes – clear guidelines sent out to all parents – August 2020 with further text reminder the day before opening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Yes – clear guidelines sent out to all parents – August 2020. Regular text reminders to be sent. Headteacher will monitor and speak to parents in breach of guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	Breaktimes will be on/in allocated bubble areas and only classroom exits used. Extra staffing in place per bubble. No playtime equipment permitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Two split bubble sittings – with delayed entry and exit to ensure no mixing. Less pupils per table, some packed lunch groups in a bubble in classroom. Extra staffing in place.	<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	Yes – staff guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact	Yes. School staff and coaches who visit the school made aware. Children do not get changed at school – wear PE kit to school for the day. External coaches keep contact to a minimum inside – all activities to be outside.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


sports avoided.				
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	All sports provision will take place outside, no sports activities in the hall with the exception of EYFS. Hall not to be used for a full class sports session.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Yes- New cleaning company and original cleaner in place. Clear schedule to follow and sign off in each room. Hot spots, touch points cleaned more regularly. Specific areas identified for extra cleaning after teaching sessions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Yes daily by cleaners plus desks cleaned at each playtime by staff. Shared items sanitised before re-use by another group.	<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	Yes daily by cleaners plus hand sanitiser to be used before use of entry keypad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Staff to check and empty when 2/3 full. Extra lidded bins placed around the school.	<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	Yes with regular orders in place.	<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	No equipment at playtimes. All used equipment identified between groups and sanitised by cleaners or staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is	Ks1 children to have small group sets that are sanitised each day with	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

recommended that staff and pupils have their own items that are not shared	no crossing of groups. KS2 pupils each have individual pencil cases provided by school with the equipment they need in – no sharing of equipment permitted.			
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Yes – all items are sanitised after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	These items to be kept to a minimum – sanitised or left for time period suggested. Each class assigned specific resources appropriate to curriculum content to minimise need to share.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Items brought to school are kept to a minimum. Stored in safe places- Individual tray and lockers may be used. No pencil cases to be brought from home, bags to be small and nothing but what is necessary to be in the bag. Staff will be vigilant in checking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	These items will be kept to a minimum with effective storage and cleaning in place.	<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	Only applies to staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible.	Clinically extremely vulnerable Individual risk assessments are needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If working from home is not possible, they may be asked to return to work from 1 st August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible	and guidance must be sought			
Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible	Clinically-vulnerable people Individual risk assessments are needed and guidance must be sought 2 x staff individual risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	PrimaryPPA for Music and French – provision will be in classrooms. No singing in class groups. Total Sports coaches. All in with specific bubbles per day. All external staff will have seen risk assessments and staff guidelines.	<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. PPE box in each class plus full set in the school office,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	Use 'learning lounge' – seated on floor or chair away from other areas and windows open. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people with all windows open. Mask and visor and PPE MUST be worn by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard	Use new hygiene room NOT to be used afterwards until fully sanitised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

cleaning products before being used by anyone else				
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	Mask and visor and PPE MUST be worn by staff. See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	Not applicable guidance on isolation for residential educational settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	Staff to speak to HT/AHT/Office Manager prior to calling 999 in this situation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	Discussion with staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	Guidelines to parents and staff shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Yes following Govt guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>Yes clear in guidelines.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>Yes clear in guidelines.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p>	<p>Yes – clear in guidelines, Parents/staff to inform school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	vehicle, like a car, with an infected person			
Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	Temperature taken when a child/staff member indicates illness/fever. Records kept when this is done.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	Reminder signage all around the school. Staff have sufficient time to wash their hands regularly, as frequently as pupils. Timetable of handwashing on view in each classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Yes –allocated cloakrooms areas for pupils plus classroom sinks – all with extra soap and paper towels. 8 hand sanitising stations placed in areas across the school as well as hand sanitising provided to staff in classrooms.	<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. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Children only to use hand sanitiser if washing hands is not possible. Skin friendly cleaning wipes can be used as an alternative. Hand sanitiser stations placed above KS1 pupil height.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted. Posters around school	 <p>CATCH IT Germs spread easily. Always tarry 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>NHS</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Yes – staff ensure empty boxes are replaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Yes – new bins purchased for corridors and hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex	1 pupil risk assessed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them				
Inadequate Personal Protection & PPE				
Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	Yes – unless there is a change in advice and increase in Covid numbers. HT will make local decisions. Staff to wear visors in the lunch hall and may make their own decision on use of visors in class. HT will discuss with any parent who ha concerns.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	YES safe working in education, childcare and children's social care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff who use them are required to remove face coverings on arrival at school	This will be under constant review – HT reserves the right to enforce face coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings	Yes – see above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom	Yes – see above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Yes – Office Manager to ensure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical	Yes – mask to be worn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

distancing and hygiene is explained to visitors and contractors on or before arrival				
Where visits can happen outside of school hours, they are arranged as such	Yes	<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	HP/HT responsible – no other staff to admit visitors to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors	All visitors sign in on the app with a record stored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Doors and windows open. Children reminder to wear layers to keep warm enough.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	Windows must be open – see above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Yes and all windows open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Yes and doors 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	Any fire doors propped open must be closed when the room is empty and closed if fire bell goes off.	<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 type="checkbox"/>	Low <input checked="" 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		
Lunch Hall -Fewer children to be seated per table in lunch hall. Some children to eat packed lunch in classrooms. Staff to wear visors.	SCB	03/09/20		
Portakabin – Desks positioned in a such a way as children are	SCB	03/09/20		

able to see whiteboard while also being as also being 'forward facing' to each other. 2mt distance space created for teacher.		
Intervention Groups – Small groups no more than 4 children from a single bubble. Use large dining tables in hall. TAs to wear visors. Sanitised after use.	SCB	03/09/20
Classroom Equipment – as well as individual stationary sets in KS2, staff to set up specific group sets of curriculum equipment to ensure as little sharing as possible – all sanitised after the activity.	SCB	03/09/20

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 type="checkbox"/>	Low <input checked="" 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? N/A	Yes <input type="checkbox"/>		No <input type="checkbox"/>

Assessor(s):	Sarah Bassitt	Signature(s):	Sarah Bassitt
Position(s):	Headteacher		
Date:	25/08/2020 Updated 03/09/20	Review Date:	Ongoing

Distribution: Parents and staff

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