

Activity/ Situation	WIDER OPENING OF SCHOOL 20.6.2020				
Location	Westfield Primary Community School				
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	
<b>HAZARD(S)</b>	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>☒ Social Distancing Measures Not Followed</li> <li>☒ Social Distancing Measures Not Followed During Travel to and from School</li> <li>☒ Inadequate Cleaning</li> <li>☒ Shared Resources</li> <li>☒ Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</li> <li>☒ Site User Becoming Unwell</li> <li>☒ Site User Developing Symptoms</li> <li>☒ Inadequate Hand Washing/Personal Hygiene</li> <li>☒ Inadequate Personal Protection &amp; PPE</li> <li>☒ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>☒ Inadequate Ventilation</li> <li>☒ Fire and Intruder Alarms and Emergencies, Including Lockdown</li> <li>☒ School Activities</li> </ul>				
<b>CONTROL MEASURES</b>	<b>ADDITIONAL INFORMATION</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<p><i>Note: you <b>must</b> 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>					
<b>Social Distancing Measures Not Followed</b>					
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	<a href="#">Early Years Foundation Stage</a>	☒	☐	☐	
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	<a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</a>	☒	☐	☐	
Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible	<a href="#">DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020</a>	☒	☐	☐	

	<a href="#">DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>			
The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded	Where possible, cloakrooms will be used for children's coats and bags. Children will be supervised and only one bubble will be allowed access at any one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP use the same classroom or area of a setting throughout the day.	Floor plan created to show bases for bubbles which identify play spaces and toilet use. RC completed update fire plans throughout school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated at the same desk each day if they attend on consecutive days	Where possible, cloakrooms will be used for children's coats and bags. Lunch boxes will kept under their table space. They will have a tray under their table to keep resources in.	<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 staff need to meet as a larger group, each hall will be set up for meeting space and staff are to adhere to SD.	<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.	R/1/6 in planned groups of no more than 15. Children in R/1/6 will be supervised separately from critical work groups between 1:30pm and collection time.	<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.	Staff will work in pairs to be able to support one another, supervise any movement of children, provide resources and ensure wellbeing requirements are met.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff positioning – standing behind pupils, at the side or working from above pupils.	All doors will propped open and fire doors fitted with door guards to increase ventilation and reduce contamination of contact surfaces.	<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 discussion, posters around school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to which lessons or classroom activities could take place outdoors	Staff to plan as much outdoor provision using designated spaces.	<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	Planning document to share with staff.  Timetabled staggered playtimes including how to access the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

movement around the school or building	playground without passing another bubble.			
The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded.	Hand sanitizer on arrival. Hand wash once upstairs. Children to be encouraged to open doors with their back first. If children need to use the toilet throughout the day a member of staff stand outside the toilet to ensure no one else goes in Disinfectant will be sprayed after use by supervising adult on taps sink area.	<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.	Playtimes staggered based on closest area to play to limit movement and so they are not sharing a playground space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch will be served in the classroom to prevent the need to use the dining hall.	Children to wash hands before lunch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity	Pupil indoor shared areas will not be used with the exception of a small priority group in the afternoons in the KS1 Hall.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	Only movement will be to the toilet and outside with adult supervision. All bubbles will be contained in separate parts of school and children will not move around the whole site.  As one playtime ends, children are to SD and queue on the playground, whilst the second group comes onto the playground, before entering the building.  Home time exiting practised.	<input type="checkbox"/>	<input checked="" 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)	Posters will be displayed around school. Widget posters to support all pupils and SENCOs undertaking individual planning for children with an EHC plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Drop-off and collection times:	Each class will have own drop off and collection point which will be communicated to them. <b>Priority Group children will enter through the office with staggered start times. The surfaces in the reception area are cleaned at 9:15am.</b>	<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	Where possible, siblings should not accompany the parent when dropping off or picking up. If they have to accompany the parent they must follow social distancing guidelines. Marking on playgrounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Communicate to parents how we will be managing drop off and collection. <b>This was sent via video to each class and followed up with a letter on 11<sup>th</sup> June 2020.</b>	<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 contact (for example, which entrance to use)	Staff sent a personal letter/video to parents and children explaining the daily routines and expectations. Each bubble in R/1 has been allocated an individual door. Y6 to use one entrance (door L). Expectations sheet updated by SLT	<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)	Email to staff asking what they expect our parents to adhere to 19.5 <b>A video was sent to each class before they returned to school.</b> Paint 2m lines with yellow paint in playground for social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	R bubbles doors A, B, C and Garden Doors, Y1 to use D, E & F and Y6 door L. Key worker children to exit via the office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously	Agreed each bubble to have individual play equipment and children and staff to create new games that support guidance. <b>Staff to clean equipment after use.</b> Children to create games where social distancing is possible.	<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	Stay in designated area of school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools offering residential provision have considered the maximum number of CYP		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

they can safely accommodate in residences				
Staff working in Offices are adequately distanced.	Social distancing between desks. Working at the same computer. No hot desks Clinically vulnerable will not have contact with other bubbles.	<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	If using the staff room ensure social distancing is adhered to. No gatherings in the staff room. Bring in own water bottles and hot drinks containers. Office staff will do a tea/coffee list and provide a hot drink for staff during the day if required. All cutlery/crockery to be removed and replaced with disposable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and CYP encouraged to walk or cycle to their education setting where possible	Parent communication completed	<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	<a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> Guidance sent to parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Inadequate Cleaning</b>				

Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Create an enhanced cleaning schedule. Staff to remain in specified areas.  Bubble staff to continually maintain cleanliness in the classrooms.	<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	Enhanced contact cleaning throughout the day.  Bubble staff to contact clean their own personal surfaces.	<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	Office staff to complete hourly <b>cleaning.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Lidded bins in each classroom and toilets which will be emptied regularly.	<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	Large order placed with various suppliers. Awaiting delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and CYP use	Bucket of cleaning products, anti-bac wipes and first aid kit will be available for each classroom. <b>Items are replenished during tea/coffee run each morning. If items run out at other times please inform reception.</b> Please store out of reach of children.	<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	Agreed each bubble will have play equipment and staff will clean after each use.  Children to create games where social distancing is possible. Workouts, dance class, hide and seek.	<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	As above	<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	All unnecessary items will be removed from classrooms  Spare chairs to be stacked in cupboards or unused spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean	All unnecessary items will be removed from classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(such as those with intricate parts) removed				
<b>Shared Resources</b>				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	Packed lunches to be stored under their desk.  No personal pencil cases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate to parents	Trays under their desk for stationery.			
Shared materials and surfaces are cleaned and disinfected more frequently	Daily after children have gone home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are returned to school will be stored and cleaned.	As children return to school fulltime, Chromebooks to be <b>returned, stored in a locked room for 72 hours and then disinfected.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</b>				
<a href="#">Actions for schools during the coronavirus outbreak</a> <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>				
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.	SENCOs and ME to contact all parents to discuss individual needs and how we can support families	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP lives in a household with someone who is clinically extremely vulnerable they are advised to not attend school and will be supported at home as much as possible	Appropriate discussions with parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are not expected to attend work.	Shielding letter to be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically vulnerable will attend work with stringent social distancing measures in place. Consideration to work from home will be considered where possible.	LI to collate all staff responses and make individual contact with staff to personalise support and make individual risk assessments.  Each member of staff who falls into the category will discuss their personal requirements and agree additional adjustments where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



If a staff member lives in a household with someone who is clinically extremely vulnerable, they should only attend work if stringent social distancing can be adhered to	Shielding letter to be provided. Staff will not have any contact with CYP. Risk assess accordingly	<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 (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting		<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	PPE will be available for staff who have contact with a diagnosed or suspected case. <b>Local Resilience Forum delivered PPE to school.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will use only staff toilets. Disabled toilet is out of use.	Disabled toilet near the office out of use as it will be the isolation room. KS1 staff to use facilities near SENCo room and KS2 staff to use toilets near PE store.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Constant modelling required following 'Catch it, bin it, kill it' approach. Labelled lidded bins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
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. <b>All staff and children can now be tested as part of the NHS Test &amp; Trace programme. If the test is negative, the staff member/child can return to school. If the test is positive, school will be notified by CYC. In the first instance, school will contact Public Health to ensure the most accurate advice on how to deal with this within school.</b>	<a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP is awaiting collection, they should be moved, if	If a child is unwell please contact Lamara Taylor or Maria Eland (to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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.	check). They will take the child to the isolation room. This will be the disabled toilet outside of the office and will not be in use. The child will remain in the isolation room until they are collected. The accompanying member of staff will have full PPE available. When the child has been collected the isolation room will be thoroughly cleaned.			
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	Toilet is available in isolation room.	<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 Full PPE will be available. Only designated staff will undertake care	<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		<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		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				

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	Letter sent to parents on 11 <sup>th</sup> June to remind them of symptoms to look out for, attendance expectations and social distancing in the school playground. Signage for visitors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised <b>to be tested</b> . 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.	<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		<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	<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 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	If anyone in the household develops a fever or a new continuous cough they are advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a> (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days) Reminder letter sent to parents <b>on 11<sup>th</sup> June</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
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	Planned into the daily routine at different points throughout the day.  Hand sanitizer on entry.  Hand washing once upstairs for Y6.  Hand sanitizer kept in classrooms away from children.  Middle sink out of use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

face (eyes, mouth, nose) with hands that are not clean	Hand driers disconnected and paper towels available.			
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	<a href="#">Guidance on hand cleaning</a> Visual handwashing reminders to be continually reinforced.	<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 <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> because in normal circumstances CYP should not be using alcohol based hand cleansers	Out of reach of children in the classrooms.  Parents expectations include them not sending the children to school with sanitizer.	<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 breaks and after lunch at least	<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 use appropriate hand moisturisers offsite due to allergy risk  Hand driers disconnected and paper towels available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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				
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	CYC delivered from Public Health Resilience Forum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype, zoom or conference call		<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	All appointments through RC and after 1:30pm where possible.	<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	RC and LP to agree. All staff will be informed if a visitor is expected in 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"/>
<b>Inadequate Ventilation</b>				
Ventilate spaces with outdoor air	Some windows to be opened before school in used areas and corridors. Doors to be propped open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

mechanically ventilated buildings)				
Keep toilet ventilation in operation as much as possible while building is occupied		<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	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"/>
<b>Fire and Intruder Alarms and Emergencies, Including Lockdown</b>				
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)	Lisa and Richard to do fire plan and send to staff. Practice drills completed on 10 <sup>th</sup> June & 16 <sup>th</sup> June. Fire plan reviewed and details emailed to staff.	<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	Richard completed plan for main office, finance office and caretaking office	<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	They have up to date details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>School Activities</b>				
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	Where possible. Staff to work with CYP in a sensitive way and to model at all times. No child will be left distressed and staff will offer reassurance but will avoid direct face to face contact.	<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	Three breaks within the shortened school day is adequate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the same CYP in one day, or properly cleaned between cohorts.				
Ensure all staff and visitors drive carefully into/out of school car park.	Some children are not in school and could use the walkway through school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During warm weather please ensure children are drinking water to prevent dehydration. When playing outside please provide shade where possible.	Heatwave information circulated to staff and posters displayed around school.	<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 Currently being reviewed by SLT. To be circulated with supporting documents to all staff and discussed on 1 <sup>st</sup> June. Shared with governors 1 <sup>st</sup> June. <b>Updated and shared with staff and governors 20.6.2020</b>	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? CYC and government guidance used to formulate RA. NEU/GMB/Unison/Unite commentary and checklist considered and staff to decide further actions	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
<b>ACTION PLAN</b> (insert additional rows if required)	<b>To be actioned by</b>			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>		<b>Date</b>	
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team? N/A	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
<b>Assessor(s):</b>	<b>Lamara Taylor</b>	<b>Signature(s):</b>		
<b>Position(s):</b>	<b>Headteacher</b>			

<b>Date:</b>	<b>20.6.2020</b>	<b>Review Date:</b>	<b>3.7.2020</b>
<b>Distribution: To all staff 21.5.2020. To CYC for review 21.5.2020. CYC must approval 26.5.2020. Governor and staff approval 1.6.2020.</b>			

<i>Risk rating</i>	<i>Action</i>
<b>HIGH</b>	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
<b>MEDIUM</b>	Review/add controls (as far as reasonably practicable) & monitor
<b>LOW</b>	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	Less likely to occur

#### POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

#### LIKELIHOOD