

Activity/ Situation	WIDER OPENING OF SCHOOL March 2022 <i>Must be read by all staff to ensure that they look after themselves and others around them.</i>				
Location	Westfield Primary Community School				
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"> <input checked="" type="checkbox"/> Contact Between Individuals and spread of Coronavirus <input checked="" type="checkbox"/> Outbreak Management <input checked="" type="checkbox"/> Inadequate Cleaning <input checked="" type="checkbox"/> Inadequate Hand Washing/Personal Hygiene <input checked="" type="checkbox"/> Inadequate Ventilation <input checked="" type="checkbox"/> Visitors, Contractors & Spread of Coronavirus 				
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A	
In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics					
Contact Between Individuals and Spread of Coronavirus					
Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assemblies have resumed	Assemblies will remain in phases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pupils can mix at breaks and lunchtimes	Lunch will remain in year groups using current structure and seating arrangements will continue in the dining room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff in mainstream primary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population	Get tested for coronavirus (COVID-19) - NHS (www.nhs.uk)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schools can undertake educational day visits	<i>Consideration given to CYC/NYCC Guidance for Activities in Schools</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schools can undertake domestic residential education visits		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
School has resumed all before and after-school educational activities and wraparound childcare for pupils	More information on planning extra-curricular provision can be found in the guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children			
Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms	COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19	Adults and children who test positive for Covid will continue to be advised to stay at home and avoid contact with other people for at least 5 full days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 21st February staff and children in the majority of schools and childcare settings are no longer required to undertake twice-weekly asymptomatic testing. Staff and secondary age students in SEND settings – including the alternative provision and ERPs are advised to continue with twice-weekly testing. Tests will be available to access if there is a local outbreak From 24th February the Government will remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days. From 24th February the Government will no longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual.	COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This includes staff who have been in close contact within their household unless they are able to work from home.				
People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again	Staff, children and young people who were previously identified as being in one of these groups are advised to continue to follow <u>Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and children and young people over the age of 12 with a weakened immune system should follow <u>COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)</u>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff, children and young people previously considered CEV should attend school and should follow the same <u>Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</u> guidance as the rest of the population	In some circumstances, a member of staff, child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employers will need to follow this specific guidance <u>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</u>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working in offices are adequately distanced	Social distancing between desks. Avoid hot-desking and clean work stations between use in PPA room. Surfaces MUST be wiped down after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Perspex screens have been installed for the main reception office.</p> <p>This will reduce the risk of transmission where there are 3-4 members of staff within the office at one time.</p>			
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Outbreak Management

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures	If parents are advising us their child has tested positive we are advising them the child should be absent from school for a period of 5 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event of an outbreak, a school may be advised by their local health team or director of public health to undertake testing for staff for a period of time	CYC and Public health will keep us informed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Cleaning

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	All contact surfaces will be cleaned throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional hours for cleaners to allow for enhanced cleaning.	3 daytime cleaners. All other Cleaners to start at 3:30pm.	<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	Teachers and TA's are monitoring the use of resources and rotating accordingly. Contact surfaces are cleaned through the day. Appointed day cleaners and completing an enhanced cleaning schedule. Cleaning Supervisors will clean Promethean boards once per week when	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	staff/children have left school. This is a hazardous substance which needs to be used in a controlled way and kept in a locked cupboard. Cleaning supervisors will wear PPE when using this substance. Staff can clean their boards throughout the week with a micro fibre cloth only.			
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Office will clean the keypad and reception area on a regular basis throughout the day. Visitors are asked to clean with anti-bacterial and sanitise when using the entry sign-in.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Bins will be emptied at the end of each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Handwashing regime to continue	<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	Hand sanitiser is available in classrooms, eating areas and public places (e.g. reception)	<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	Inventory completed and regular monitoring to keep a stock of supplies. Separate locked stock room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buckets for each room containing cleaning equipment, PPE and mini first aid kit.	Must be stored out of reach of children. Please inform office /Site Manager if replenishments are required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Hand Washing/Personal Hygiene

The preferred method of washing hands is through the use of soap and water for at least 20 seconds. School has embedded hand		<input checked="" type="checkbox"/>		
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washing routines into school culture. Where this may be impractical or difficult to achieve (e.g. due to time constraints in between lessons) then this can be supplemented with the use of alcohol based hand gels. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol based hand cleansers unsupervised because of the risk of ingestion and/or misuse				
Visitors / contractors etc. will be asked to wash their hands when they arrive at school	All visitors/contractors will be required to wash hands in the medical/visitors WC room upon entry into school. Hand gel will be available at various points around school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	Completed by SENCo	<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	Hand sanitiser should be available in classrooms, eating areas and public places (e.g. reception)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The preferred method of washing hands is through the use of soap and water for at least 20 seconds. Where this may be impractical or difficult to achieve (e.g. due to time constraints in between lessons) then this can be supplemented with the use of alcohol based hand cleansers/gels. However, the use of such gels is not a substitute for hand washing.	Skin friendly cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers unsupervised because of the risk of ingestion and/or misuse				
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p>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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Will be emptied at the end of the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Co2 monitors used and monitored to detect areas of poor ventilation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	<p>During warmer months, all rooms have a standing fan. This should be situated near an open window to ensure this is circulating fresh air.</p> <p>Open windows fully during break/lunchtimes to purge the air in the space.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	<p>Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				

A record is kept of all visitors	Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' evenings, Café Assemblies and Seasonal Cafés can take place with additional measures	<p>All parents/carers will enter through hall doors where possible. They will be asked to sanitise hands.</p> <p>Halls will be ventilated with windows open and seats will be spaced out to 50% of usual maximum capacity to allow for social distancing.</p> <p>Parents/carers will be reminded to wrap up warm due to ventilation in colder weather.</p> <p>Seats and surfaces will be cleaned between performances / servings by the members of staff who are running the event.</p> <p>When tea/coffee/ / food is served, school staff will wear gloves. All parents will be asked to dispose of any rubbish in bins as they exit.</p> <p>Assemblies will approx. 30 mins to reduce transmission time.</p> <p>Rates will be monitored in York and action will be taken where necessary.</p>			
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 type="checkbox"/>	No <input checked="" type="checkbox"/>	
ACTION PLAN (insert additional rows if required)		To be actioned by		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Date	
SBM/Office Manager will complete fortnightly spot checks around school to ensure all staff are adhering to the RA and to see if any new measures are required.		LP/LS	Fortnightly	
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): Position(s):	Lamara Taylor/Lisa Palmer/Lucy Swindlehurst HT/SBM/OM	Signature(s):		
Date:	07/03/2022	Review Date:	April 2022	
Distribution: all staff and on website for families to view.				

<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

