

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020 v 02.01.2021 Latest DfE guidance 31.12.2020			
Location	St Barnabas CE Primary School			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ 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 			
Associated documents & Guidance	<p><i>Staff Handbook</i> <i>Letters to Parents</i> <i>Office Procedures</i> <i>School timetables& staff rotas</i> <i>Visitor information</i> <i>CYC Schools Information</i> <i>Out of School Club Risk Assessment and Operational Plan</i> <i>Schedule of cleaning – Sewell</i> <i>ABM (catering) Risk Assessments</i></p> <p>Essential measures to be followed 22.10.20</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene 			

	<ul style="list-style-type: none">• enhanced cleaning and ventilation arrangements• active engagement with NHS Test and Trace• formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable					
CONTROL MEASURES	ADDITIONAL INFORMATION			YES		
<p><i>Black text – from N Yorks H & S Team Template Risk Assessment / DfE guidance</i></p> <p><i>Blue text – additional information provided by school</i></p> <p><i>Brown text – revisions following changes to guidance 31.12.20</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	Bubbles to be as small as possible: Class bubbles for the majority of time & for times when close contact between children may take place. Slightly larger bubbles for low contact and outdoor activities. Lesson time: <ul style="list-style-type: none">• Bubble 1: Reception and Year 1 (44 children) - one class bubble working across the 2 rooms and shared outdoor area. However will be in their own class bubbles for 'carpet/ whole class teaching' activities.• Bubble 2: Year 2 - one class bubble in their own classroom.• Bubble 3: Year 3 – one class bubble in own classrooms• Bubble 4: Year 4/5 and Y5/6 – in own classrooms Toilets: Y1 & Y2 classes share toilets during lesson time - staff monitor children from different classes don't mix			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>All 3 KS2 classes share one set of toilets during lesson time & playtime. Children asked to wait outside toilets if children from other classes in there to avoid mixing. Staff to monitor.</p> <p>KS1 Lunchtime & Breaktimes</p> <ul style="list-style-type: none"> Bubble 1 & 2 in hall (max 70 pupils) sat as separate classes with space of 2m in between classes & separate tidying stations for each bubble. Bubble 1 and 2 play in different zones of the playground at the same time with own sets of equipment. Staff to monitor children don't cross zones / mix at the toilets. <p>KS2 Lunchtime and Breaktimes (different times to KS1)</p> <ul style="list-style-type: none"> Bubble 3 & 4 (max 70 children) in hall – sat as separate classes with space of 2m in between classes & separate tidying stations for each bubble. Bubble 3 and 4 play in different zones of the playground at the same time with own sets of equipment. Staff to monitor children don't cross zones / mix at the toilets. <p>Late arrival at school / pupils being collected during the school day – see staff handbook & letter to parents 24.8.20</p> <p>Kestrel Class (Danesgate - use a KS2 classroom) as a bubble (as usual – don't mix with St Barnabas pupils). To be informed of school timetable & RA – use toilets under supervision and at different time to St B pupils. Drop off and departure times at different times to school start / end.</p>			
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>Keep records of class groups and after school clubs.</p> <p>Children sitting in same consistent place in KS2 classrooms as much as possible – teachers to note seating places.</p> <p>Adults note friendship groups that spend time together at breaktimes especially across groups.</p> <p>Liase with Out of School Club if need information for Track and Trace</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 achieved, it is recommended, as this will help to	Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	logistics within and around school, you can look to implement year group sized 'bubbles' See above			
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	<ul style="list-style-type: none"> • See above RE bubbles. • In EYFS/ Y1, limit the number of children working in each area to support distancing. • All children taught to follow the 'no touching rule' • External classroom doors are used to enter/exit building – children in ordered lines • All children encouraged to keep an arm's length distance from each other – older children expected to do this. • Classrooms are not big enough for children to sit individually therefore they will be seated in pairs on a table – keep pairings consistent. • See staff handbook for more information 	<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	<ul style="list-style-type: none"> • See above RE bubbles. • Children taught to keep their distance at breaktimes and when moving around school. Fewer children on the playground allows distancing • Classroom layout allows tables to be spaced out as much as possible. • Movement around the class is minimised 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools with the capability to do it should take steps to limit interaction and the sharing of rooms and social spaces between groups as much as possible</p> <p>Social spaces in school are: Corridor areas Cloakrooms X2 Locker area x1 KS toilets Hall</p>	<ul style="list-style-type: none"> • Children all based in own classrooms apart from YR/Y1 shared spaces. • Corridor work areas and Room 1 (small group working room) – timetabled use by groups from within same bubble with adult. Tables cleaned in between groups from a different class bubble. • Shared locker space between Y4/5 and Y5/6 – these classes in the same KS bubble but minimise contact by coordinating locker visits between classes • Shared cloakroom space & toilets between Y1 and Y2 – these classes in the same KS bubble but minimise contact by coordinating toilet / cloakroom visits between classes • Children enter/ exit between classroom and playground via own external doors so reduces congestion in shared areas. 	<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	<ul style="list-style-type: none"> As much distance as practical when the whole class is on the carpet area – no touching each other Areas of provision spaced out as much as is practical Limit number of children in areas through signage / markings on floor Children still encouraged to distance / not touch each other 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	<ul style="list-style-type: none"> See above RE bubbles. Out of School Club – will follow specific guidance for Out of School Clubs. Due to small numbers, the club will aim to place children in Key Stage bubbles with children from different classes separated. However, if numbers are very low, the bubble may need to be mixed KS1 and 2. Parents using the Out of School Club to give a month's notice of dates so that consistent groupings and staffing can be planned. School extra curricular clubs limited to one bubble only 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	Siblings in different classes across school	<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	<ul style="list-style-type: none"> Staffing planned so majority of teachers / TAs stay in the same class. PPA teachers work across one Key Stage only and endeavour to keep increased distance from pupils (this is very difficult in YR & KS1) Some lunchtime staff & SLT need to support across key stages so will need to be more vigilant at keeping distance. Staff carrying out break & lunch duty to work in the zone with their own bubble where possible. If not possible, keep a daily note of children who they have had close contact with outside own bubble. Staff should avoid going into other classes / Key Stage bubbles unless pre-arranged. SLT can visit classes for the purpose of being visible / support / monitoring etc. This should be pre-arranged wherever possible so that an area can be designated where they can be distanced from the children. SLT wash hands before / after visit & avoid touching surfaces in classroom. Being visible (saying hello) from the doorway may be enough. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff (including SLT) 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	Also see Inadequate Personal Protection Section of this RA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	<ul style="list-style-type: none"> Classroom set up so that 1st row of tables are 2m away from teacher at the front if possible. At least 1+m if 1m not possible 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> On carpet area – 2m away from children not possible – ensure at least 1+m Staff reminded to keep 2m distance from each other even within the same bubble. 			
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	<ul style="list-style-type: none"> See staff handbook for more information. INSET to cover this (reminders given Oct '20 INSET) Staff meetings in large space seated 2m apart Capacity of staffroom reduced & use of staffroom staggered to ensure distancing of 2m. Have additional tea/coffee making facilities in Room 1 / use back of hall if staffroom is full. Staff are instructed to avoid close face to face contact. Messages that need to be passed to parents are carried out remotely or by phone. Parents reminded of this 2.11.20 Staff are advised to wear PPE if they need to have close face to face contact e.g to give 1st Aid Desks in Room 1 (PPA room) arranged to be 2m apart. Staff instructed to reduce number of people in the room if can't be seated a full 2m apart. <p>- 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</p>	☒	☒	☐
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in primary schools	☒	☐	☐
Pupils are seated side by side and facing forwards, rather than face to face or side on	<ul style="list-style-type: none"> KS2 classes – tables to be arranged in rows where possible so children seated side by side YR & KS1 – seated in rows facing the front on the carpet. Tables arranged where possible so that children aren't facing each other (short rows / L shaped sets of tables around the areas of provision). 	☒	☐	☐
Staff will work side on to pupils as opposed to face to face whenever possible	<ul style="list-style-type: none"> Staff informed of this in staff handbook. INSET to cover this. 	☒	☐	☐

Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	<ul style="list-style-type: none"> Individual risk assessments / health care plans in place for these pupils 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Only necessary furniture in classrooms	<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	<ul style="list-style-type: none"> Collective worship will take place remotely or with one class in the hall. 	<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	<ul style="list-style-type: none"> Pupils in their classrooms for lessons apart from PE or outdoor activities Hall timetabled for use and all staff aware. Outdoor PE where possible. Where indoor PE is unavoidable, the whole hall should be used when the whole class is together and activities should be more controlled and lower level (e.g. gymnastics where children are in a space rather than activities that involve running around). No contact sports in PE. Stagger visits to cloakroom / locker areas 	<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 should not reduce the amount of overall teaching time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	<u>Morning</u> <ul style="list-style-type: none"> Playground Gates open from 8:30am. Parents/ pupils asked to be on playground a few mins before start time. 8:40am Reception, KS1 & Breakfast Club pupils start of day. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> Line up in class lines – divide line into two if length prohibits people from passing across the playground at the back of the line. KS2 siblings of these pupils may come straight into school via their separate entrances at 8:40am to reduce numbers on playground / children waiting. 8:50am Key Stage 2 start of day – children enter through separate entrances. All enter through the side gate. Children taken in through their separate class entrances. <p><u>End of day</u></p> <ul style="list-style-type: none"> 2:55 Reception and Key Stage 1 pupils - parents wait socially distanced on the playground 3:05 All Key Stage 2 pupils (& After School Club pupils) All KS2 pupils collected from their external doors. <p>Exit through back gate morning and afternoon - one way system</p> <p>Out of School Club: Children attending Breakfast Club to join first drop off group at 8:40am. Children attending After School Club to join 2nd (3:05pm) group. Each Key Stage will be collected from their classrooms by OOSC staff – not to meet in central area as previously.</p>			
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)	<p>See above.</p> <p>Parents and Carers requested to wear a mask whilst on the school site (including outdoors).</p> <p>Staff to wear face masks when on the playground at drop off and collection times</p> <p>This is an additional protective measure – not replacement for social distancing</p>	<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	<ul style="list-style-type: none"> Parents informed by letter on 24.8.20 & regular reminders 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

site (unless they have a pre-arranged appointment, which should be conducted safely)	<ul style="list-style-type: none"> • Arrangements for main gates to avoid congestion – one of the main gates to be open blocked with cones to prevent cars driving in. This provides additional space other than the pedestrian gate to enter / exit. • Reminders to parents not to attempt to drive into car park as this increases risk of collisions between pedestrians and vehicles. 			
External entrances to classrooms are used where practical	<ul style="list-style-type: none"> • Children will enter / exit through individual external entrances apart from Y2 who will use KS1 cloakroom to enter / through day and external door at end of day. (see staff handbook) 	<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	<ul style="list-style-type: none"> • KS1 / KS2 have different breaktimes KS1: 10-10:15am KS2 10:15-10:45am • Classes use external entrances to reduce movement inside school 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	<ul style="list-style-type: none"> • R & Y1 lunch 11:30-12:30 • KS2 lunch 12:10-1:10 (Children stay in hall until 12:35pm) • Tables & serving hatch in hall cleaned between KS1/KS2 sittings 	<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 that staff maintain 2m distance from each other	<ul style="list-style-type: none"> • Staggered use of staffroom • Number of chairs reduced & distanced at 2m • Alternative room suggested for staff breaks if staffroom full <p>Staff must still have a break of a reasonable length during the day</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	<p>January 2021 Whole staff meetings / INSET to take place remotely</p> <p>Face to face staff meetings only take place if necessary and in as small a group as possible (max 10). Staff seated <u>at least 2m apart</u> in a very well ventilated room for as short a time as is necessary. Classroom can be used if group size is less than 7.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School can resume non-overnight domestic educational visits	Domestic (UK) overnight and overseas educational visits are prohibited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has resumed, all their breakfast and after-school provision	Due to small numbers attending breakfast and after school club, these pupils need to form one bubble. However, this is a small and consistent group and social distancing is supported between children / groups from different school bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

in a group with other children from the same bubble they are in during the school day	2 pupils attend the club from a different setting however, they form part of the consistent group.			
Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day, schools and external providers group children with others from outside their school day bubble (or from a different school, where children from multiple schools are attending provision) keep children in small, consistent groups with the same children each time	Communication with the other setting ensures that pupils do not attend if they are required to isolate (with symptoms or contact with someone displaying symptoms)..	☒	☐	☐
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	<ul style="list-style-type: none"> • PE takes place in class groups • Non-contact sports and activities • Staff INSET on safe working in PE (See guidance below) • Shared equipment is cleaned / quarantined for 72 hrs between groups • External sports coaches to maintain 2m distance from pupils at all times 	☒	☐	☐
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	<p>Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</p> <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p>	☒	☐	☐
Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place.	<p>Singing / talking together as a group (e.g. whole class counting /chanting times tables/ Talk for Writing), can take place under the following conditions:</p> <ul style="list-style-type: none"> • In a group no larger than the class bubble • Using quiet voices • Pupils seated side by side not face to face • Adult leading the group is at the side or at least 2m away if face to face • Outside wherever possible • If needs to be inside: In a very well ventilated & spacious room (use hall if possible) 	☒	☐	☐
Schools in local restriction tier 3 and 4 areas should not host performances with an audience.	Performances are held outdoors or remotely.	☒	☐	☐

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	<ul style="list-style-type: none"> See Letter to Parents 24.8.20 & reminders Implement usual safe travel strategies – no parking bollards / letter requesting no parking on Jubilee Terrace 	<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 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	Cleaning of contact points – classroom tables, door handles, toilets in the middle of the day. Cleaning of share touch points & toilets by Sewell cleaner. Cleaning of classroom tables by teachers. Cleaning of staffroom touch points by admin.	<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	<p>Deep cleaning at the end of each day as usual and according to specific Covid-19 guidance. (See information from Sewell).</p> <p>Each classroom to be supplied with cleaning equipment from Sewell, anti-bac wipes and Milton. Teacher to check these supplies daily – request more disinfectant spray from Sewells, request more Milton/ antibac wipes from KB/ office.</p> <p>Hand sanitiser available from Sewell (Site officer – Steve) Tissues & gloves available from the office</p> <p>All doors to be propped open to avoid touching. Teachers instructed that if they prefer to have classroom doors closed, they need to clean door handles in middle of day (see staff handbook)</p>	<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	Hand sanitiser available at signing in station.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Pedal bins avoid need to have bins emptied during day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	KB to check on weekly basis regularly with Sewell & office (cleaning equipment, paper towels, soap, toilet rolls, bin bags in Sewell office, PPE & tissues in the office). Sets of PPE in each classroom and Key Stage corridors. Masks, aprons, gloves in first aid bum bags to be taken outside.	<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	Each bubble to have own set of small play equipment that is cleaned after use. Large outdoor play equipment and prayer garden seating is closed due to ground being muddy and slippery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	If Kestrel class or Out of School Club use any fixed or portable play equipment, they are responsible for cleaning it after use.	<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 recommended that staff and pupils have their own items that are not shared	<p>Children in Y2-Y6 have own set of frequently used resources in plastic pockets – see staff handbook for list of suggested items</p> <p>YR Y1 have their own named plastic pocket with whiteboard & pen & maths equipment. Pens and pencils are shared to encourage mark making in other areas – pots of pens/pencils rotated daily.</p> <p>YR & KS1 continuous provision areas – resources are washable and cleaned / rotated daily.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<p>Items in class need to be washable – to avoid high lengths of time spent cleaning items, plan activities to keep resources to a minimum.</p> <p>Minimum amount of resources in classrooms – surfaces need to be clear at end of days to be cleaned.</p> <p>Resources that cannot be cleaned, put in quarantine for 48 hrs / 72hrs for plastics</p> <p>Reading books shared in class bubbles where possible (teachers swap selections regularly). Children wash hands before / after handling them. Books returned from home into quarantine for 48hrs (return on a Friday – put back on Monday). Younger children may need to be given 2-3 books at beginning of week.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Tables cleaned in the middle of the day			
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	<p>Each key stage have set of frequently used PE equipment to ensure sharing within the same bubble – use 2nd PE cupboard/ disabled toilet to separate items</p> <p>After using whole school shared science / art /maths equipment – place label on with date returned so other staff aware of when it can be re-used by another bubble (48/72 hrs).</p> <p>Do not take equipment from other KS bubble without checking it has been unused for 48/72hrs.</p> <p>PE / large outdoor play equipment timetabled for a week for each key stage bubble with weekend in between.</p>	<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	<p>Lunch boxes on usual key stage trolleys</p> <p>Children asked to bring minimum resources – leave reading books at home to read until return day.</p> <p>Y2+ bring water bottles.</p> <p>Mobile phones (for Y5/6 where necessary) to be avoided unless absolutely necessary see letter to parents 24.8.20. They are placed in the box and taken out by children. Box kept in classrooms – in teacher's desk drawer.</p>	<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	<ul style="list-style-type: none"> Teachers avoid taking children's exercise books home unless essential – marking done at school wherever possible. Marking to be 'live marking and feedback' during the lesson as much as possible to avoid handling books. See above for reading books. Staff to wash / sanitise hands before collecting in & after handling exercise books. If exercise books taken out of class bubble (e.g. for book scrutiny), they are put on clean surface/ staff looking at them take care to clean hands before / after. Surfaces cleaned between book selections from different bubbles. Children not to take work home that has been in general circulation in the classroom and therefore may have been touched by a number of children. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> Paper documents sent home need to have had minimal handling and by adults who have washed / sanitised their hands. Paper documents / book bags returned to school should be placed straight into storage e.g. a folder/ box/ kept on pegs in cloakroom. Adults should clean hands after handling items. 			
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Avoid bringing in devices from home that will be used in shared areas. If this is necessary, clean at beg / end of day.	<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	<p>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)</p> <ul style="list-style-type: none"> Signage at school entrances Parents informed in letter (24.08.20) before beginning of term & ongoing reminders 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required	Work with Public Health and follow advice as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils in tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.	<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>No pupils currently in this group</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff who are Clinically Extremely Vulnerable can attend work in Tier 3 but staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff,	Individuals in this group have been identified through a letter from the NHS or their GP. Discuss risk assessments for individual members of staff to ensure safety measures can be implemented. No staff currently in this group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.	Individual risk assessments are in place and reviewed for these members of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are in the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. (The only exception to this may be in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals)	Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents Individual Risk Assessments are in place and subject to regular review. Advice sought on a case by case basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.	An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. As part of the risk assessment, consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. Individual Risk Assessments are subject to regular review https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/	<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	To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff	<p>School will endeavour to book the same supply teacher where possible but this isn't likely to be possible when covering absence due to short notice of bookings.</p> <ul style="list-style-type: none"> • The same PE specialist and peripatetic music teacher work in school on a regular weekly basis. Risk assessments are shared with them. • Supply covered by school part time staff where possible • Agency supply staff – ensure agency have shared their guidance with school & school are satisfied with this (Work with Schools / Yorkshire Education – both agencies have robust procedures in place) . Add specific Covid guidance to supply teachers' school information sheet and check teacher understands this. Send RA & staff handbook to agencies. Communicate to agency need for teacher to arrive slightly earlier to go through guidance before school. 			
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	Follow guidance for visitors and ensure that shared spaces used are cleaned following use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers may be used to support the work of the school, as would usually be the case	<p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p> <p>It is difficult for volunteers to maintain 2m from pupils when carrying out activities needing volunteers most e.g. reading. Therefore currently no volunteers are permitted in school at the current time. This will be kept under review.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 7 days and should arrange to have a test to see if they have	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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				
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.	<p>Child to wait in Room 2 with windows open and door closed.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>PPE to be used by member of staff supervising child (See additional guidance)</p>	<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 cleaning products before being used by anyone else	<p>Use toilet in entrance. Place Out OF USE sign on door so no one else uses until cleaned</p> <p>Inform facilities officer and cleaning staff if this is the case.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> the symptomatic person subsequently tests positive 	<p>Follow flow chart from Public Health</p> <p>Be advised by Public Health about who should self-isolate if there is a positive case in school</p> <p>Inform staff to be alert to symptoms if they have helped someone with symptoms</p> <p>Inform parents that school may have to notify other parents if child has had a positive test - no names shared unless advised by Public Health.</p> <p>Inform staff & visitors that their details may need to be passed on to test & trace if there is a case of Covid in school – see new privacy notice sent to parents including test and trace information.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> they develop symptoms themselves (in which case, they should arrange to have a test) <p>they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</p>				
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	Staff and pupils in this bubble must do this .	<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 – See Schools Pack provided by CYC Public Health				
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. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	<p>Parents given message that they need to book a test for child who is displaying symptoms. Staff and parents recommended to have a test at a testing site as this will give fastest results</p> <p>School to keep in touch with parents RE progress of booking test. Consider offering home test kit if not been able to book at test by the end of day 3 or have barriers to visiting a testing site..</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out	School should call the Test and Trace helpdesk on 119 if these have not arrived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	<p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p>	<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	<p>See parents letter 24.8.20 of this in letter before start of term</p> <p>Staff handbook / staff training on need to monitor who children have close contact with in school</p> <p>Staff to be aware of who they have close contact with (at home & in school)</p>	<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 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>See parents letter 24.8.20 and regular reminders</p> <p>Inform staff in INSET at beg Sept</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test	<p>See parents letter 24.8.20 & reminders</p> <p>Inform staff in INSET at beg Sept</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case,	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> <p>See parents letter 24.8.20 & ongoing reminders and advice to parents.</p> <p>Children should continue to stay at home until they are better if still have symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

when they will need to self-isolate for 10 days from the date of that contact	Inform staff of this			
Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period	This is because they could still develop coronavirus (COVID-19) within the remaining days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms 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 10 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 continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days	Advise parents and staff as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious	<p>Close contact means:</p> <ul style="list-style-type: none"> - 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) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School must take swift action when they become aware that someone who has attended has	This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice			
Public Health England has good evidence 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	<p>Staff training on other ways of identifying that child may possibly have high temperature.</p> <p>Use non-contact thermometer to take children's temperature if suspect they have a high temperature (will not be used routinely). Be aware that if temperature is normal, child still needs to go home if displaying other COVID symptoms.</p>	<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	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils:</p> <p>All classrooms have sinks – this allows for regular handwashing for pupils and staff. Discuss practicalities of whole class handwashing at INSET at beg Sept</p> <p>Information about need to regularly clean hands added to visitor information sheet</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	<p>Remind children how to do effective handwashing on return to school</p> <p>Videos https://www.youtube.com/watch?v=S9VjeIWLnEg WHO guidance : https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Children are supervised when handwashing (in classrooms & KS1) Posters to be displayed by sinks</p>	<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	<ul style="list-style-type: none"> Regular handwashing with soap will take place – as a minimum on arrival at school, after breaks, after PE, before eating, after coughing / sneezing Children supervised by adults for this. Use paper towels rather than hand dryers (installation of paper towel dispensers requested from Sewell) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative 			
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.	Hand sanitiser mainly used by adults however may be used with children under close supervision at times when time for handwashing is limited (not usually more than 1-2 times per day)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT  Germs spread easily. Always, cover your nose and mouth with your elbow when you 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  Always use hand sanitizer to keep your hands clean. Clean your hands as soon as you can.</p> <p></p> <p>Child friendly posters displayed in classrooms and school Teachers to include as part of return to school information to children & give regular reminders</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	KB / office to check tissue supplies regularly (see office procedures)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	In place in each classroom, staff toilets, office	<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	No pupils with these needs at the moment. Do individual risk assessment if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may	Pupils not permitted to wear face coverings in school (classrooms or communal areas) unless there is a specific medical reason and advised by Public Health that it would be in the child's best interests to wear a mask.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	See parents letter 24.8.20 & ongoing communication			
In schools that are in Tier 2 or Tier 3, adults (staff and visitors) in primary schools and in secondary schools DO wear face coverings in areas outside of the classroom	Staff & visitors asked to wear face coverings in all communal areas (corridors, staffroom, during meetings if a full 2m distance cannot be maintained) apart from in the following circumstances: -the person has a legitimate reason not to wear one -eating and drinking -Speaking with someone who relies on lip reading, clear sound or facial expression to help with communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event of new local restrictions being agreed, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning	Teaching staff not to wear face masks in the classroom when carrying out whole class teaching with pupils (unless need to have close face to face contact or need to wear PPE for first aid/ pupils with COVID symptoms) Teaching staff to have option to wear a face mask if need to work with pupils at less than 2m distance. Inform staff that this doesn't guarantee protection so not a replacement for the other control measures Clinically vulnerable staff members recommended to wear face mask when needing to work with pupils at less than 2m distance. Inform staff in INSET and handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In such circumstances as face coverings are allowed to be worn in school they must be worn correctly Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Pupils to remove masks worn to travel to / from school outside the building. Parents asked to take masks home where possible. Where not possible, children asked to bring / are given a sealable bag and asked to store in their bag/ locker/tray. Staff not to touch pupils' masks. Staff advised not to wear visors instead of a face mask. Visors / goggles should be worn as eye protection as well as a face mask if there is a risk of splashing to the face.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use</p> <p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced</p>	<p>Staff trained on correct wearing and safe putting on / removal of face masks incl cleaning hands before / after touching mask. Reminder given Jan '21 INSET</p> <p>Pupils & staff are instructed not to touch the front of their face covering during use or when removing face coverings</p>			
<p>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs</p>	<p>Head teacher / Admin staff to monitor supplies of face masks and ensure there is always an adequate supply.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances</p>	<p>This procedure should be communicated clearly to pupils and staff</p> <p>See parents letter 24.8.20 & staff handbook. Inform staff in INSET and handbook</p> <ul style="list-style-type: none"> Pupils are required to remove face coverings on arrival at school 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 <p>Staff advised to wear face masks when providing intimate care to pupils</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>This communicated in staff handbook and INSET (Sept 2020).</p> <p>Headteacher / admin check that PPE supplies are readily available <u>safe working in education, childcare and children's social care</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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				
Visitors, Contractors & Spread of Coronavirus				
All visits to the school are remain restricted to those that are absolutely necessary	<ul style="list-style-type: none"> Essential visitors to school only e.g essential education (SEN support) or safeguarding reasons. New parents may visit out of school hours for tour of the school, following social distancing requirements / wearing masks 	<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	<ul style="list-style-type: none"> Visits arranged by School should be checked with the Headteacher Sewell (Contractors) should be checked with Headteacher 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Guidance sheet for visitors – asked to maintain 2m distance & wash hands regularly. Site Manager to ensure Sewell contractors read guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	See above	<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	See above	<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 Headteacher / Site Manager to check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Visitors asked to complete details for test and trace as well as signing in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation (updated guidance 22.10.20 - ventilation now included in essential measures)				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	<ul style="list-style-type: none"> Occupied room windows open (user to open on entry) Internal classroom doors propped open as much as possible to ensure good air circulation. At break times, prop open the external classroom doors open to purge the air for as long a time as possible. External doors may remain closed if staff are working / eating lunch in the classroom and it is too cold to have the door open. However, staff should have some time away from the room when the external door should be opened. Reminders given to children not to go inside school without permission at break times. The back door of the hall to be open when the hall is occupied. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 where this is not possible, systems are operated as normal	N/a However, some classrooms have ventilation system that allows removal of stale air and brings in fresh air. This system (red button on light switch) to be on at all times.	<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 assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted Use non slip door wedges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	Communicated to staff 23.10.20 INSET	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing	<ul style="list-style-type: none"> Parents informed that children can bring additional layer (indoor jacket /jumper/ cardigan) to wear over school uniform. Additional clothing does not have to be school uniform colours. Children reminded that they can ask to put on additional layers if they feel cold Parents recommended to send children in warm clothing e.g. wearing a vest / tights / warm socks Have regular bursts of activity in lesson time to move around in order to keep warm 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	<ul style="list-style-type: none"> Having children seated close to windows is unavoidable. Move children's seating from day to day if necessary so the same children don't always sit by the windows. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Liase with Sewell to increase heating to ensure rooms are comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Monitor and put in place if necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters		<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"/>		
What is the level of risk for this activity/situation with existing control measures		Highest <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>

Is the risk adequately controlled with existing control measures			Yes <input checked="" 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"/>			
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		
Update staff handbook		K Boardman		By 04.01.21		
Staff INSET to provide updates on RA & procedures		K Boardman		04.01.21		
Parent letters about updates & ongoing communication		K Boardman		Letter 02.01.21		
Amend risk assessment in light of new advice / guidance		K Boardman		As needed		
Governors' Risk Assessment working party to hold regular meetings (fortnightly) to keep RA under review		A Williamson (Chair of Governors)		Informed of changes by email. Review at FGB meeting end Jan 2021		
Risk assessments for clinically vulnerable staff members		K Boardman		As needed - by 04.01.21		
Good communication with Out of School Club including sharing of Risk Assessment		K Boardman		Half termly meetings with trustees and manager Manager to share updated RA as needed		
Communication with Kestrel staff, including sharing risk assessment		K Boardman		RA shared with Kestrel teacher 02.01.21		
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"/>	
Is such a risk level deemed to be as low as reasonably practical?			Yes <input checked="" type="checkbox"/>			
Is activity still acceptable with this level of risk?			Yes <input checked="" type="checkbox"/>			
If no, has this been escalated to senior leadership team?			Yes <input type="checkbox"/>			
Assessor(s):						
Karen Boardman						
Position(s):						
Headteacher						
Signature(s):						

Date:	02.01.21	Review Date:	18.11.20 / when guidance changes
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Distribution: All staff, all parents, school website, Kestrel class, Sewell 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

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