

Activity/ Situation	WIDER OPENING OF SCHOOL			
Location	Springwater 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"> ✗ Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, CYP 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 ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
Social Distancing Measures Not Followed				
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	Early Years Foundation Stage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible	DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

acceptable to have more than half in a class, provided the 2 metres rule is applied				
<p>The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded</p>	<ul style="list-style-type: none"> • Separate toilet or changing spaces per bubble. • Designated by notice • Walkie Talkie used to ensure corridor and care space/toilet is available at any given time • Contact points wiped after useage if the care space or toilet is one which is shared with another bubble 	☒	☐	☐
<p>CYP use the same classroom or area of a setting throughout the day</p>	<ul style="list-style-type: none"> • Rooms have been identified and labelled for each bubble. • Staff briefed on return to site and shown their room/zone. • Room capacity assessed and indicated on door – internally and externally. • Pupil names and number of staff clearly identified on each door. 	☒	☐	☐
<p>Pupils are seated at the same desk each day if they attend on consecutive days</p>	<ul style="list-style-type: none"> • Where appropriate personal work spaces will be designated. • Wiping is a regular part of staff routine and where pupils move from a space this is wiped routinely. • Hygiene kits are provided in the 	☒	☐	☐

	staff area for each bubble.			
CYP and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups	<ul style="list-style-type: none"> Shared areas (sensory room, pool, hall) are timetabled and cleaned between use. Areas where furniture have been moved to such as soft furnishings and toys are not in use and clearly indicated. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	<ul style="list-style-type: none"> Achieved through bubble system. Pupils may attend part time but would not mix between bubbles. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff	<ul style="list-style-type: none"> Double bubble – one week on site one week off site at this time. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact</p> <p>No regular or predictable physical intervention to be used, risk assess on a pupil by pupil basis in pupil specific risk assessment.</p> <p>Where pupils reach out to staff/pupils either in crisis or seeking physical affection remind of distancing rules/diffuse/ banter and avoid contact where ever possible.</p> <p>Review individual pupil risk assessment regularly if ‘new’ and unpredicted behaviours seem to be coming into play which would jeopardise safety of staff or pupils.</p>	<ul style="list-style-type: none"> Encouraging staff to think about their proximity to pupils. Encourage pupils to learn about and practice social distancing where appropriate. One way entry to each class is established. Meet and greet is managed by senior team on site. Limit all physical intervention to ‘urgent’ and unavoidable for safety of pupils/staff. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p>	<ul style="list-style-type: none"> • Staff reminded about hygiene. • Posters about this in each bubble space. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to which lessons or classroom activities could take place outdoors</p>	<ul style="list-style-type: none"> • Monday briefing of on site team, re-iterates the need for as much outdoor learning to be planned as possible. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building</p>	<ul style="list-style-type: none"> • Shared areas (sensory room, pool, hall) are timetabled and cleaned between use. • Pupils and staff enter school through a gate – not the main entrance and can remain outdoors until entering their classroom via it's external door. 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded</p>	<ul style="list-style-type: none"> • Separate toilet or changing spaces per bubble. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Assembly groups staggered</p>	<ul style="list-style-type: none"> • Bubble assembly only 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Break times are staggered so that all CYP are not moving around the school at the same time</p>	<ul style="list-style-type: none"> • With low numbers of pupils social distancing is possible on the playground. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Lunch breaks are staggered</p>	<ul style="list-style-type: none"> • CYP should clean their hands beforehand • Groups should be kept apart as much as possible and tables should be cleaned after lunch. • Lunch in their classrooms. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Lunch to be taken to Bistro by Carol • and collected by staff through Hall and taken to bubble via external doors. 			
<p>Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity</p>	<ul style="list-style-type: none"> • If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place • Different groups should not mix. • Shared spaces will be timetabled. • Walkie talkies will be used to communicate between bubbles. • The cleaning of the shared areas will happen at lunchtimes. • After using equipment that cannot be cleaned e.g. the swing staff will support pupils to clean/wipe their hands. • Wipeable toys only in playground areas. The contact areas of toys to be wiped between use. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</p>	<ul style="list-style-type: none"> • One way system used in primary corridor. • Staff to check secondary corridor is clear when using toilet/ changing room/pool. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>	<ul style="list-style-type: none"> • The one way system will be modelled for pupils. • Social stories can be developed to support with this. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drop-off and collection times staggered</p>	<ul style="list-style-type: none"> • Pupils from different bubbles will have staggered arrival and departure times. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend</p>	<ul style="list-style-type: none"> • Parents encouraged not to bring siblings when dropping off or picking up wherever possible. • If siblings are in a car, SLT will meet and greet the pupil. • Parents informed of procedures at the point a place is planned. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact</p>	<ul style="list-style-type: none"> • Pupils from different bubbles will have staggered arrival and departure times. • Parents sent procedures at the point a place is planned. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Parents and CYP are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p>	<ul style="list-style-type: none"> Pupils from different bubbles will have staggered arrival and departure times. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>	<ul style="list-style-type: none"> Pupils from different bubbles will have staggered arrival and departure times. Parents informed of procedures at the point a place is planned. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>External entrances to classrooms are used where practical</p>	<ul style="list-style-type: none"> Bubbles all have external doors and these will be used from the beginning of the day, until the end of the day. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Multiple groups do not use play equipment simultaneously</p>	<ul style="list-style-type: none"> With low numbers of pupils social distancing is possible on playground. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p>	<ul style="list-style-type: none"> Bubble approach. With low numbers of pupils social distancing is possible on playground. SE looking into primary fencing – this could achieve two play areas on the main playground. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools offering residential provision have considered the maximum number of CYP they can safely accommodate in residences</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Staff working in Offices are adequately distanced, are on rota or are working from home</p>	<ul style="list-style-type: none"> Plan distancing in new space – meeting room - once the 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>building work commences.</p> <ul style="list-style-type: none"> Admin staff can continue to work from home. SLT who share this space are distanced or do not attend on days where more than four are due to be using the meeting room. 			
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained	<ul style="list-style-type: none"> There will be a number of rooms set aside as staff rooms and these will be allocated to groups. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupil medications are administered by ATA or HLTA who arrives at bubble external door – draws up the meds or makes the tablet available and watches whilst distancing – other staff member in the bubble administers.	<ul style="list-style-type: none"> Review if numbers on site increase to ensure this remains possible and safe. 	X		
Social Distancing Measures Not Followed During Travel to and from School				
Parents and CYP encouraged to walk or cycle to their education setting where possible	<ul style="list-style-type: none"> Letter to parents – see above 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	Coronavirus (COVID-19): safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times	Advise Gail Chester once staggered times are arranged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers	IPT and NYCC SEND travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts	IPT and NYCC SEND travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revised travel plans clearly communicated to contractors, local authorities and parents	<ul style="list-style-type: none"> Draft a letter to transport staff if 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

where appropriate (for instance, to agree pick-up and drop-off times)	changes are needed • Parent letter			
Inadequate Cleaning				
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	<ul style="list-style-type: none"> • Staff hygiene kits available in each staff room for on the spot cleaning. • Additional regular cleaning in place from cleaning team. • Cleaning team to have walkie talkies to respond to any emerging cleaning needs. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	<ul style="list-style-type: none"> • Staff to regularly clean surfaces. • Cleaning team on site. 	<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	<ul style="list-style-type: none"> • Cleaning materials to be placed next to entry system. • Hygiene kits available for staff to regularly wipe down keypads on doors. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	<ul style="list-style-type: none"> • Lidded bins are on order. • Additional black bags provided in each area of school in case bin needs changing – but not expected during course of day as they have a lid. 	<input type="checkbox"/>	<input checked="" 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and CYP use		<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	<ul style="list-style-type: none"> Soft items that cannot easily be cleaned will be removed from classes. Only toys that can be cleaned/wiped in playground areas. The contact areas of toys to be wiped between use. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it	<ul style="list-style-type: none"> After using equipment that cannot be cleaned (e.g. the swing) staff will support pupils to clean/wipe their own hands. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere	<ul style="list-style-type: none"> Soft items that cannot easily be cleaned will be removed to storage. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	<ul style="list-style-type: none"> See above 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	<ul style="list-style-type: none"> Parent letter sent on 22 May 2020 Pupil bags to be stored in separate area of the bubble space – pupil peg,, or in staff room. Wipe hands/handles before and after moving the bag. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently	<ul style="list-style-type: none"> Staff Cleaning team Pupils will have individual pencil cases and book bags 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books	<ul style="list-style-type: none"> Letter to parent – 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





	<p>please do not send in unnecessary items.</p> <ul style="list-style-type: none"> Wipe home/school book if in use Do not send items home - such as reading book which might be shared 			
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	<ul style="list-style-type: none"> Hard surface wipes to be used to clean devices that are brought from home to school. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible	<ul style="list-style-type: none"> Nurse has informed of all those shielding and they are not attending 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work	<ul style="list-style-type: none"> Risk assessments all reviewed and in place Additional briefing on 22.05.2020 about the conditions which require a risk assessment and staff asked to liaise with head if they have other health needs to declare, 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>including high BMI.</p> <ul style="list-style-type: none"> All staff who have been in this bracket have been able to work at home to date. 			
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site	<ul style="list-style-type: none"> One pupil is in this category 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued	<ul style="list-style-type: none"> All pregnant staff have worked from home to date. 	<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	<ul style="list-style-type: none"> PPE in staff rooms. Central store of PPE. See Inadequate Personal Protection & PPE section of this risk assessment PPE module of training available to every member of staff prior to their return to work and encouragement to regularly review this training module. Seeking regular feedback verbally and by phone, or through briefing twice a week regarding well being and feeling safe whilst on site. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Used tissues to be put in a bin immediately	<ul style="list-style-type: none"> Lidded bins are on order. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where oral suction is part of the care plan for a CYP this has a separate risk assessment and the staff member expected to administer this is fully briefed on the expectations for PPE.	<ul style="list-style-type: none"> 			X
Site User Becoming Unwell				
If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. The bubble of staff and pupils to which they have been connected must also be alerted and sent home. They should be requested to get a test and only when it is known they are negative will they be able to return.	COVID-19: guidance for households with possible coronavirus infection guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	<ul style="list-style-type: none"> Beech designated as this isolation space. Staff member to put on PPE. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	<ul style="list-style-type: none"> Beech toilet for this purpose. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	<ul style="list-style-type: none"> Staff member to put on PPE. See Inadequate Personal Protection & PPE section of this risk assessment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning the affected area with normal household disinfectant after someone with	<ul style="list-style-type: none"> Cleaning 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>symptoms has left will reduce the risk of passing the infection on to other people</p>	<p>team would be informed too</p>			
<p>Site User Developing Symptoms</p>				
<p>Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus</p>	<ul style="list-style-type: none"> • Letter to parents ✓ • Sent 22.05.2020 • Will be sent on each occasion a child is due to re-enter school. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p>	<p>All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Parents informed of the reason for this and the bubble concept in order to minimise cross infection.</p> <p>Who can be tested</p> <p>The following groups of people can ask for a test through the NHS website:</p> <ul style="list-style-type: none"> • anyone in England and Wales who has symptoms of coronavirus, 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>whatever their age.</p> <ul style="list-style-type: none"> Essential workers can request a test here: <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>			
Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment question ascertains that pupil is well on arrival	<ul style="list-style-type: none"> Risk assessment question notes symptom status and also any other health concerns to be declared 	X		

	at point of entry to school			
<p>In the event of severe illness the following procedures would be implemented.</p> <p>If a severe illness develops or there is a serious injury or accident ring 999 for an ambulance e.g. severe breathing difficulties associated with coughing or fracture to limb from a fall</p> <p>2. If non severe symptoms of COVID occur contact parent/carer to collect CYP</p> <p>3. If parent /carer cannot for whatever reason collect the CYP, contact IPT for suitable transport home, alerting them to the symptoms which the pupil is having and ensure they are prepared with suitable PPE.</p> <p>Use walkie talkies for communication purposes and if symptoms are of a high temperature and/or cough be cautious – reduce staff members to one, remain in Beech (waiting/isolation), ventilate and keep trying to reach parents. Senior Team member to remain in proximity and contactable.</p>	•	X		
Inadequate Hand Washing/Personal Hygiene				
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach 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></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances CYP should not be using alcohol based hand cleansers				
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	<ul style="list-style-type: none"> This needs to be done first thing in the morning, after breaks and after lunch at least Individual toilet or changing space has been allocated to each bubble 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
PPE will need to be worn by a member of staff if a CYP becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> PPE for lip reading member of staff and immediate colleague/s. On returning to work the colleague who lip reads must work in a bubble where no bubble team member is choosing to wear a mask on a routine basis. 	In the event of urgently having to don PPE – for example if a child or young person shows symptoms and the staff member is working with them to	X		

	move them to the isolation/waiting space – face visors instead of masks will be used, in order for her to continue to be able to lip read.			
Visitors, Contractors & Spread of Coronavirus				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype		<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		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visit to site from Social Worker, Nurse, Physio, Occupational Therapist, Speech and Language Therapist or parent	<ul style="list-style-type: none"> No site visits to be arranged at this time Parent wanting place and therefore needing to visit will not be accommodated on site unless school is being consulted on a place. Visit takes place only on corridors/play ground. One SLT only whilst distancing. 	X		

Inadequate Ventilation

Ventilate spaces with outdoor air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	<ul style="list-style-type: none"> • Fire doors must not be propped open unless they have a self-closing hold open device fitted • School exterior is fully secured at all external points – green gates in operation and on Paxton locks in order to ensure that any pupil who chooses to walk outdoors onto the play ground is unable to leave the site. • Whilst pupil numbers are less than 50% of total school population staff and pupils can all be on the playground in fresh air, providing they keep social distancing, or moving away from each other if 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>children/YP approach too closely. Spread out as much as possible and make use of all the available space. Encourage movement and spacing out amongst the pupils/staff.</p> <ul style="list-style-type: none"> • Pupils who are in crisis can safely be supported/distracted outdoors – keep moving and communicating. • Pupils who need to be moved to safety in the event of a pupil crisis indoors can be safely supported to go outdoors in order to give space to the pupil whilst they work through their crisis. Staff should be proactive in supporting pupils to be outdoors where it is well ventilated. 			
<p>Fire and Intruder Alarms and Emergencies, Including Lockdown</p>				
<p>All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This</p>	<ul style="list-style-type: none"> • Briefing at the beginning of each week 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>may not be the usual routes. Repeat as necessary with new starters (staff/young people). Fire Assembly point remains the same – playground and exit achieved through all external classroom doors.</p>				
<p>Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>First Aid: all bubble classes have their own first aid kits and all staff are inducted and refresher first aid trained on a regular basis. All bubbles have walkie talkies and would alert a senior member of staff for extra assistance if this was urgently required.</p>		<p>X</p>		
<p>School Activities</p>				
<p>CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations</p>	<ul style="list-style-type: none"> • Regular prompting for all pupils and staff • Contact activities such as intensive interaction with prolonged face to face contact, touching, or close physical sustained contact for rebound therapy is not risk assessed as being safe until distancing measures are relaxed nationally. • Swimming can be facilitated with distancing and control 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>of numbers within the pool, and very limited physical assistance – for example from behind to manage the steps up and down safely – staff member to vigorously rub hands under chlorinated water after physical contact and to avoid facing pupil who is spraying water out of their mouth.</p> <ul style="list-style-type: none"> • Contact points such as door handles to wiped after usage – hard surface wipes. 			
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Returning home guidance issued when each staff team changes or less familiar staff are re-introduced into school. Part of PPE module.		X		
<p>Clothes. The following guidance is provided by the National Education Union to its membership:</p> <p>“If you are worried about introducing contamination into your home you may wish to follow the following procedure when you return from school, although the public health authorities have said this is not strictly necessary as it is actually the</p>		X		

<p>advice given to staff working in very close quarters with patients who have Covid 19.</p> <ul style="list-style-type: none"> Put your school clothes in a bin liner. You can have this ready just by the door and with your washing machine door open. A member of your household can help you do this but ideally should stay clear during this procedure. Take the bin liner to the washing machine, scrunch clothes into a ball and place in the washing machine, avoiding touching any part of it if you can. Then have a shower and wash your hair and avoid touching door handles or surfaces if possible and, if you do, clean them afterwards. Then go back to the washing machine, shut the door and turn it on at the maximum temperature that the fabric will tolerate. Clean and disinfect surfaces in your home. Wash your hands before eating or handling food. Suggest this advice to parents/carers if they are worried about contamination when their child returns home.” <p>NEU website 23.03.2020</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 type="checkbox"/>	Low <input checked="" type="checkbox"/>	
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
<ul style="list-style-type: none"> Ensure lidded bins are in use by Thursday 28th May – or use bins with lids from other areas if required. 	SE	28/5/2020 Lidded bins in place 2/6/2020		
<ul style="list-style-type: none"> Ensure fire exits clearly marked and brief all staff 	SE	29/5/2020		

		Fire exits are external doors onto playground 2/6/2020	
<ul style="list-style-type: none"> Ensure a written crib sheet on all shut off – including water, fire alarms and gas and electricity is in place and secured in the school meeting room 	SE	29/5/2020 In place in meeting room 30/5/2020	
<ul style="list-style-type: none"> Ensure designated first aiders have kit in their staffrooms and that walkie talkies are used for the purposes of summoning first aid support. 	SE	28/5/2020 All staff trained in basic first aid and walkie talkies are in use. Kits available in each bubble. 29/05/2020	
<ul style="list-style-type: none"> SE to check 'grade' /quality of masks 	SE	3/2/2020	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):	Sarah Edwards	Signature(s):	
Position(s):	Head Teacher		
Date:	May 19 2020	Review Date:	May 22 2020
Date for monitoring:	Friday May 29 2020	Friday June 5th 2020	
First revision	June 2 2020 (in light of comments from staff, union reps, Governors and Robin Smith)		
<p>Distribution: Domain staff 22/05/2020 and feedback requested by Wednesday 28/5/2020 midday – feedback received and inserted 2/6/2020✓ Governors – comment invited by 28/5/2020✓ Robin Smith Local Authority health and safety advisor✓ Janet Morris school health and safety advisor.✓ Distribution: 3/6/2020 domain staff and unions.</p>			

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

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

LIKELIHOOD