

Activity/ Situation	WIDER OPENING OF SCHOOL			
Location	York High School			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
<b>HAZARD(S)</b>	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✗ Social Distancing Measures Not Followed</li> <li>✗ Social Distancing Measures Not Followed During Travel to and from School</li> <li>✗ Inadequate Cleaning</li> <li>✗ Shared Resources</li> <li>✗ Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>✗ Site User Becoming Unwell</li> <li>✗ Site User Developing Symptoms</li> <li>✗ Inadequate Hand Washing/Personal Hygiene</li> <li>✗ Inadequate Personal Protection &amp; PPE</li> <li>✗ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✗ Inadequate Ventilation</li> <li>✗ Fire and Intruder Alarms and Emergencies, Including Lockdown</li> <li>✗ School Activities</li> </ul>			
CONTROL MEASURES	ADDITIONAL INFORMATION	Control measures implemented?		
		YES	NO	N/A
<p><i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p><b>Social Distancing Measures Not Followed</b></p>				
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	<a href="#">Early Years Foundation Stage</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	<a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</a>  This provision will continue to operate separately to any other pupils who are invited to attend school. Any keyworker children who are in Yr10 will remain with the keyworker groups to eliminate mixing. This group are briefed by supervising staff regarding social distancing measures and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>this will continue whilst this provision remains in place. Keyworker groups will follow control measures established in this document.</p>			
<p>Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible</p>	<p><a href="#">DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p><a href="#">DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the 2 metres rule is applied</p>	<p>Classes will be 15 or less and established based on the size of rooms available to ensure 2m social distancing can be safely maintained. Each classroom proposed to be used will be assessed daily prior to occupation, to establish a maximum number of pupils permitted at any one time and to ensure that workstations are set out in accordance with guidance. Classroom furniture will be set out prior to occupation by students and supported by floor markings where appropriate to help encourage distancing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The number of pupils who use the toilet facilities at any one time are limited to ensure they do not become crowded</p>	<p>The timings of a normal school day will be reduced and therefore the majority of pupils will only attend for a limited period. A formal break time will not be arranged. This will reduce the risk of potential mixing during unstructured time. Groups will be designated a toilet area to used based on the proximity to their classroom and pupils released individually</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils use the same classroom or area of a setting throughout the day</p>	<p>Pupils divided into smaller groups based on ensuring sufficient spacing in the classroom. These groups will be allocated their classroom for sole use by their group for that day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Although unlikely at this stage, if a room is required by a different group in the same day, the room will be cleaned prior to the next use			
Pupils are seated at the same desk each day if they attend on consecutive days	Seating plans created for each group based on the layout of their classroom with the same workstations allocated to individual pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups	Groups will be created for specific pupils and allocated members of staff. Should a member of staff need to be replaced, ideally this will be by a member of staff not allocated to another group, however should the need arise, this will be reviewed on a case-by-case basis depending on staff availability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	Groups will not be mixed, except where a staffing change may be required due to a change in availability. In this case the proposed measures identified above will be implemented.	<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	Initial plans will not require rotation of staff and any changes will only be made where necessary due to changes in staff availability. Groups are a maximum of 15 pupils and 4 staff. Moving forward, should guidance allow, rotation of staff will still be minimised, but consideration will be given to availability and deployment of subject specialist staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact	Staff will distance themselves from pupils in the classroom and remain within a defined ‘teacher area’ at the front of the classroom wherever possible. Staff will not position themselves within 2m of pupils and will only come into contact with pupils should they be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	required to in order to ensure the safety of the pupils e.g. first aid, preventing injury			
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	Included in part of the 'induction process' for pupils and referenced in information shared with staff. This will also be included in the daily reminders to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to which lessons or classroom activities could take place outdoors	Groups will be in school for limited time and will therefore remain in their allocated classrooms. Outdoor activities may take place for pupils who are in school for longer periods as those of key workers or vulnerable pupils. These activities will be planned to ensure no mixing with other groups.	<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	Classrooms selected where 2m social distancing can be implemented most effectively and support access to nearby handwashing and toilet facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assembly groups staggered	Assemblies or larger gatherings of pupils will not be planned during the first stages of re-opening. This will be reviewed as time progresses in line with guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	Timetable of the school day will be restricted and as such will not require scheduled break times. This will minimise potential contact time between groups of pupils.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch breaks are staggered	Initial plans for the wider opening of school do not include formal break times.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity	Initial plans for the wider opening of school do not include formal break times.  If required, then use of facilities for exercise by keyworker groups will be undertaken with no more than 15 in a group. Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	pupils will not have access to these facilities.			
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	Pupils will be supervised throughout their time in school and during entry to / exit from the building using a pre-agreed route, therefore a one-way system is not required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to pupils 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)	Where identified, TA's will be allocated to support pupils with specific needs (working in a way that complies with social distancing guidance) and will support their movement around the school site. Should the passenger lifts be required for pupils or staff with mobility issues, only one individual will travel in the lift at any one time. Lift buttons will be wiped down as part of the daily cleaning arrangements. Pupils who may have specific risk assessments in relation to physical, emotional or behavioural needs will be reassessed by the designated member of staff responsible for their support. Where a revision to the risk assessment is required, this will be documented and shared with the relevant staff to ensure the pupil remains appropriately supported.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered	Arrivals will be staggered and markings laid out to ensure social distancing of 2m. Each group will have a separate assigned entrance / exit to reduce the potential for mixing. Groups will be met by staff to support this process. Exit times will also be staggered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents told that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	parent they must follow social distancing guidelines			
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Unlikely to be an issue due to age of pupils attending school and because most pupils arrive/depart on foot or by bike. Where required, parents will be encouraged to remain in their vehicles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Details of attendance times will be shared with pupils & parents including which entrance to school to use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Unlikely that parents will gather at school gates due to age of pupils. Visitor policy in place which discourages all but essential visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	A number of external entrances / exits will be used to spread groups across the site when first entering the building and/or times will be suitably staggered. Classrooms will be accessed by routes which minimise the potential for groups to interact.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously	Parkour equipment will not be used during this time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools offering residential provision have considered the maximum number of pupils they can safely accommodate in residences		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff working in Offices are adequately distanced, are on rota or are working from home	Numbers required to work in school will be kept to a minimum in order to adhere to social distancing. Office spaces will be assessed to ensure safe working practices. Working from home will still be encouraged for a number of staff where possible.	<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	Limited number of staff in school at any one time. Guidance issued to staff on	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

staggered to ensure social distancing is maintained	maintaining social distancing.			
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and pupils encouraged to walk or cycle to their education setting where possible	Guidance issued to parents and pupils promoting walking / cycling and encouraging pupils to travel individually or with members of their own household only.	<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, particularly if public transport is required	<a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times	Check on any LA provided transport arrangements and establish if times can be altered to meet temporary school timetables.	<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	YHS has no directly contracted transport provision and it will be the responsibility of the LA and their transport providers to establish and enforce their agreed procedures.	<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 pupils with complex needs who need support to access the vehicle or fasten seatbelts	YHS has no directly contracted transport provision and it will be the responsibility of the LA and their transport providers to establish and enforce their agreed procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	Travel and parking arrangements will be discussed with any contractors who are approved to undertake work or visit site. Information will be communicated to parents regarding drop off/collection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning</b>				
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	The school's standard cleaning specification will be adapted through discussions with the contractor – see document entitled 'cleaning schedule additions during Covid-19 pandemic'. This will	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>consider issues including, but not exclusively; rooms in use, timings of the school day, toilet facilities, additional cleaning of frequently touched surfaces, and extra cleaning time throughout the school day. The contractor will work in line with industry published guidance specifically for the cleaning of educational establishments.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>The contractor will also follow guidance provided through its own associations and internal policies.</p> <p>The Support Centre building will only be used by Danesgate School who will identify their cleaning requirements separately to the contractor to ensure these support their own risk assessment for wider reopening.</p>			
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	Resources will not be shared. Frequently touched surfaces will be highlighted as additional cleaning requirements when agreeing the schedule of cleaning with the contractor.	<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	This would include finger print readers. Handsanister and/or anti-bac wipes will be provided at each of these locations for application prior to and after use of the device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	This will be conducted before and after every session.	<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	Coordinated approach to maintaining supplies between Facilities Manager and Cleaning Supervisor. This will include an	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	increased frequency of reviews to ensure sufficient stock levels.			
Disposable tissues are available in each room for both staff and pupils use	Additional supplies have been purchased to distribute to all rooms being used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	No play equipment used	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of pupils using it	No outdoor play equipment will be used, but a small quantity of sports equipment may be used for exercise of the keyworker group. If this is the case, items will be wiped down before and after use.	<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	Learning resources are minimised to essential materials only and wherever possible, only used by one individual. Resources will be wiped down where practical. If staff are required to provide a resource (e.g. pen, ruler, etc.) this will be given to the pupil and retained by them. It will not be requested back.	<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	All soft furnishings and toys removed from classrooms that have been earmarked for use by groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
Pupils advised to not bring personal items in from home as this will reduce possible spread of the virus	Pupils will be provided with a personal pack of equipment for use in the classroom which remains in school at all times. These will be wiped down each day by the cleaning team and stored for the next time these pupils are in school. Pupils will be advised only to bring in essential items for learning, their own pre-filled water bottle and any personal medication. Standard school protocols will apply e.g. mobile phones.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shared materials and surfaces are cleaned and disinfected more frequently	Additional cleaning in place as per agreed schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books	Staff instructed to leave resources in school. All work will be completed in individual work packs eliminating the need for exercise books.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Limited number of devices that this potentially applies to, however, anti-bac wipes or similar provided to enable cleaning of such devices and of fixed devices in IT rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Pupils (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	Remote learning and pastoral support arrangements will remain in place throughout the initial stages of wider opening of school, to ensure all pupils not in school, including those advised to shield continue to be supported with their education and well-being.	<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	Staff who have been classed as clinically extremely vulnerable will not be expected to come into school and will continue to work from home. Staff who are clinically vulnerable will consult their medical practitioners and discuss the advice given with senior staff. Where possible, they will be supported to continue working from home. Any staff identifying as BAME will be contacted by the Headteacher to discuss any specific concerns they may have regarding returning to work. Where possible, additional measures as agreed between the staff member and the Headteacher will be implemented.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





If a pupil or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site	In these circumstances, Government guidance does allow individuals to attend school / work as long as strict social distancing can be adhered to. Individual cases will be discussed with a senior member of staff to establish what the specific risks are, how these could be managed and agree the best way forward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil 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	Opportunities to discuss working arrangements will be offered to all staff in the category.	<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	Individual cases will be discussed with a senior member of staff and appropriate working arrangements put in place to minimise risk	<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"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Good respiratory hygiene promoted at all times, along with good hand hygiene. This is in our induction programme for students and staff, appears on our posters and also is part of our daily reminders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately	Bin provision in each room and used items placed straight in the bin. Bins emptied before and after every session	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of, or change to, their sense of smell or taste 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	<a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of	A spare room in the music department will be allocated as an isolation room for a symptomatic individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people Pupils who may be unwell with symptoms not related to Covid-19 will be looked after at pupil reception on an individual basis.			
If the pupil 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	An individual toilet (disabled) near Maths block will be allocated for this specific purpose. See cleaning section for control measures in place.	<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. 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 Covid-19 symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the pupil subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	Testing promoted for all individuals who are symptomatic.  Good hand hygiene reinforced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people	Reactive cleaning undertaken as required in line with guidance for cleaning educational premises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Pupils, 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 Covid-19	Government guidelines regarding isolation of symptomatic individuals and households promoted whenever possible. Signage placed on main access points advising anyone displaying Covid-19 symptoms not to enter the building. Temperate checks of pupils and staff will be taken using	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>non-contact thermometers on entry to the school site. Non-contact thermometers provided to support monitoring of temperatures of pupils or staff. Whilst this is not a diagnosis, it will be used to support the identification of possible symptoms and those with a high reading will be sent home.</p>			
<p>When a pupil or staff member develops symptoms compatible with Covid-19, 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 pupils who are attending an education or childcare setting will have access to a test if they display symptoms of Covid-19, and are encouraged to get tested in this scenario. Self-isolation measures to be made explicit during induction process and in communications with staff and parents</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation</p>	<p>Evidence of negative test result must be provided to the Headteacher, or other designated Senior Leader, otherwise self-isolation guidance still applies.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the pupil 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</p>	<p>The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms. The group members will be encouraged to get tested and where evidence can then be provided as stated above, the group can resume as soon as is practically possible. Without negative test evidence, the 14 day self-isolation period remains in place. Should NHS Track &amp; Trace contact any individual, they must follow the guidance given on self-isolation, however other members of the group do not need to isolate unless they are also directed to by NHS Track &amp; Trace.</p>			

	<p>A temporary registration system will be introduced to ensure accurate records of attendance of both staff and pupils in each group are maintained. This will enable communication to those individuals effected should a confirmed case occur</p> <p>A communication plan will be established to ensure all pupils and staff effected are informed as swiftly as possible.</p> <p>This will be a direct telephone call to ensure swift action and that requirements are fully understood.</p> <p>The Headteacher will also provide information to the wider school community in this circumstance, for information only, to reduce the potential for misinformation and to give reassurance.</p> <p>In the tragic circumstances of a confirmed case resulting in the loss of life, the response to critical incident plans will be initiated.</p> <p>Critical incident plan in place and shared with senior staff members. Plan includes additional arrangements of support the well-being of those involved.</p>			
<p>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 Covid-19. 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 Covid-19, and where to get further advice</p>	<p>The school will use non-contact temperature checking as an indicator to assist in ensuring the safety of staff and pupils. If anyone in the household develops Covid-19 symptoms they are advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a> (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Inadequate Hand Washing/Personal Hygiene

<p>Staff/pupil/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</p>	<p>Handwashing and respiratory hygiene forms part of the induction information for staff &amp; pupils.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886276/COVID19_guidance_education_poster.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886276/COVID19_guidance_education_poster.pdf</a></p> <p>Government guidance poster to be displayed in prominent locations on site, in classrooms, toilet areas and entry points, to remind staff and pupils of symptoms and stopping the spread of the virus</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The 'catch it, bin it, kill it' approach is promoted</p>	<div style="text-align: center;"> <p><b>CATCH IT</b> </p> <p><small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p><b>BIN IT</b> </p> <p><small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p><b>KILL IT</b> </p> <p><small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p> </div>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Wash with liquid soap &amp; water for a minimum of 20 seconds</p>	<p><a href="#">Guidance on hand cleaning</a></p> <p>Additional mobile handwashing stations located in key areas to further promote good hand hygiene.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	This will also form part of the induction process and be reinforced through daily reminders			
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> because in normal circumstances pupils should not be using alcohol based hand cleansers	Guidance provided as part of staff & pupil induction process. Age of pupils in secondary school is such that close supervision is not deemed wholly necessary, but supervising staff will encourage correct use and promote handwashing ahead of the use of hand sanitisers. Hand sanisters will be used in areas where no handwashing facilities are available, such as classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to pupils where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	Cleaning schedule to be developed based on number of site users and areas of use. Cleaning to continue throughout the day in key identified locations. Cleaning contractor following industry guidelines on cleaning of educational premises during the pandemic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out.	Paper towel / hand dryers provided in each location. With increased handwashing comes increased chance of skin irritation. Pupils & staff advised to seek appropriate medical guidance in these circumstances. Skin creams should not be provided in school in case of skin irritation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of Covid-19 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	PPE supplied to school to enable staff member to be protected in line with guidance. This includes; face mask, gloves, an apron and eye protection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks</a>			
	Instruction for correct donning & doffing of PPE will be provided to identified staff.			
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	PPE as described above is provided through Local Authority route.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype	Visitor/contractor policy implemented and communicated. Meetings will take place via digital means available.	<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	Visitor/contractor policy implemented and communicated	<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	Site & Technical staff to discuss requirements with contractors prior to agreeing attendance. If visit is deemed necessary, where it is practical to do so this will be arranged for times when minimal persons will be on site and this is communicated to the Senior Leader on duty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				

Ventilate spaces with outdoor air	<p>Windows opened whenever possible and comfortable to do so</p> <p>All mechanical ventilation set to operate in line with Government advice</p> <p><a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)	Windows opened whenever possible and comfortable to do so	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Mechanical ventilation set to run	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air	<p>All mechanical ventilation set to operate in line with Government advice</p> <p><a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	<p>Fire doors must not be propped open unless they have a self-closing hold open device fitted or the staff member ensures the door wedge is removed when they exit the room. Corridor doors set on hold open each morning by duty site manager opening the building (these are connected to the fire alarm system) to reduce the need for touching door plates/handles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire and Intruder Alarms and Emergencies, Including Lockdown</b>				
All staff and pupils to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/pupils)	<p>Revised plans will be implemented for fire evacuation and information distributed to all relevant staff and pupils. A practice drill will be organised to test these arrangements and improvements made if identified. First aid provision will be available on site at</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	all times when the building is occupied.			
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	All site staff are aware of isolation points and these are clearly marked on the site plan in the fire risk assessment folder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details	All details communicated with monitoring company as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>School Activities</b>				
Pupils 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	Pupil induction as first stage of their re-integration to school environment. Continual reminders from staff regarding social distancing measures, supported by actions through the revised behaviour policy where required. Key points from the revised behaviour policy will be shared with pupils and staff will be trained in its use as part of their induction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same pupils in one day, or properly cleaned between cohorts	Use of shared resources minimised. Classrooms allocated to a specific group and use not mixed. Classrooms provided with additional cleaning/hygiene materials to support good standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance	Science & Technology departments following guidance issued by CLEAPSS	<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				
		<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures				
		<b>High</b> <input checked="" type="checkbox"/>	<b>Med</b> <input type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
Is the risk adequately controlled with existing control measures				
		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input checked="" type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan				
		<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	

<b>ACTION PLAN</b> (insert additional rows if required)	<b>To be actioned by</b>	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>	<b>Date</b>
<b>Travel to/from school information and advice issued to parents including any on site arrangements for drop off or collection &amp; entry or exit</b>	RSI	<b>10/06/2020 - COMPLETED</b>
<b>Groups (infection bubbles) of staff and pupils created and allocated to a specific teaching room</b>	CKI	<b>10/06/2020 - COMPLETED</b>
<b>Plans establish to support any pupils with identified SEND</b>	VBU	<b>10/06/2020 - COMPLETED</b>
<b>RAs for specific pupils with physical, emotional or behavioural needs will be reassessed and updated where necessary before sharing with identified staff</b>	VBU & JLO	<b>12/06/2020 - COMPLETED</b>
<b>Staff &amp; Pupil induction plans created, agreed and communicated</b>	RSI	<b>10/06/2020 - COMPLETED</b>
<b>Cleaning specification adapted through discussions with cleaning contractor</b>	IPA	<b>08/06/2020 - COMPLETED</b>
<b>Check on any LA provided transport arrangements and agree amendments where needed</b>	VBU	<b>08/06/2020 - COMPLETED</b>
<b>Classroom packs of hygiene products sourced and distributed</b>	IPA	<b>10/06/2020 - COMPLETED</b>
<b>Floor/ground markings laid out to indicate 2m distancing</b>	RSI	<b>08/06/2020 - COMPLETED</b>
<b>Excess resources and furniture cleared from identified classrooms</b>	RSI	<b>08/06/2020 - COMPLETED</b>
<b>Identify limits on number of staff using staff rooms and office spaces as any one time and communicate/display this information</b>	IPA	<b>10/06/2020 - COMPLETED</b>
<b>Staffing availability records established &amp; maintained</b>	IPA	<b>08/06/2020 - COMPLETED</b>
<b>Non-contact thermometers sourced</b>	IPA	<b>26/05/2020 - COMPLETED</b>
<b>Protocol for use of non-contact thermometers</b>	RSI	<b>10/06/2020 - COMPLETED</b>
<b>Establish isolation room and toilet for use if individual is symptomatic on site</b>	IPA	<b>10/06/2020 - COMPLETED</b>
<b>Signage placed on main access points advising anyone displaying Covid-19 symptoms not to enter the building.</b>	IPA	<b>05/06/2020 - COMPLETED</b>
<b>Temporary registration system introduced</b>	JLO	<b>10/06/2020 - COMPLETED</b>
<b>Communication plan regarding confirmed cases in place</b>	RSI	<b>10/06/2020 - COMPLETED</b>
<b>Response to critical incident plan agreed</b>	RSI	<b>26/05/2020 - COMPLETED</b>
<b>Additional handwashing stations sourced and placed in key locations</b>	IPA	<b>10/06/2020 - COMPLETED</b>
<b>Coordinate purchase of required PPE and establish procedures for use</b>	IPA	<b>10/06/2020 - COMPLETED</b>
<b>Display government posters in prominent areas</b>	IPA	<b>10/06/2020 - COMPLETED</b>
<b>Implement premises actions in line with Government guidance on wider opening document</b>	IPA	<b>05/06/2020 - COMPLETED</b>

Issue visitor / contractor policy arrangements	IPA	10/06/2020 - COMPLETED
Fire evacuation plan	IPA	08/06/2020 - COMPLETED
Revised behaviour policy to support social distancing and safety measures	JLO	08/06/2020 - COMPLETED
Issue CLEAPSS guidance to Science & Technology staff	IPA	20/05/2020 - COMPLETED
Union representatives invited into school prior to wider opening to view arrangements in place and conduct H&S inspection	RSI	11/06/2020 - COMPLETED
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>
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):	Ian Parnaby	Signature(s):
Position(s):	School Business Leader	<i>I. Parnaby</i>
Date:	11/06/2020	Review Date:
		01/09/2020
Assessor(s):	Rod Sims	Signature(s):
Position(s):	Head of School	<i>R. Sims</i>
Date:	11/06/2020	Review Date:
		01/09/2020
Distribution: All Union Reps; All staff; All parents; Published on School and Trust websites		

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

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	Remote	Minor					
Insignificant	Minor injury	Remote	Less likely to occur	Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

**LIKELIHOOD**