

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020				
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"/>	
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation 				
	CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO
<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>					
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>					
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	Details;-all pupils in year group bubbles for lessons, social times, detentions. Staff aren't in groups, as need to teach as specialists but are to keep 2 metres apart at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	Records of all year groups, class groups and teachers kept on timetable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	group sized 'bubbles'			
In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	Bubbles will be established on the basis of full year groups to enable a full curriculum to be delivered and maintain safeguarding arrangements. Other controls will be implemented as below to minimise risk. Should isolation be required this may be extended to a full year group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended	Bubbles will be established on the basis of full year groups to enable a full curriculum to be delivered. Should isolation be required this may be extended to a full year group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups	Secondary school aged pupils so majority are able to understand social distancing. Where this is not possible due to complex needs then smaller focus groups may be established.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Pupils will be briefed regarding the importance of maintaining social distancing whenever possible. Groups / bubbles will be based on full year groups and will be kept apart from other groups as much as possible, e.g. separate defined entrances, social spaces, staggered arrival and departure times, one way system on specific corridors. No school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>timing bell will sound so movement on mass will be reduced. Specific areas identified at break and lunch times and for entrance to school (staggered times are key);</p> <p>Yr7 – Entrance 2, Dining room & Astro</p> <p>Yr8 – Energise side gate, Dining room & Astro</p> <p>Yr9 – Entrance 1, Café & Patio/playground/ tennis court</p> <p>Yr10 - Energise side gate, Café & Patio/playground/ tennis court</p> <p>Yr11 – Entrance 2, alternative food area & PA yard (Break), Café & all outdoor spaces (Lunch)</p>			
<p>Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible</p>	<p>The school day will be amended to reduce interaction in ways such as; staggered start and finish times, amended break and lunchtimes to reduce the number of groups at each given time.</p> <p>All year groups will have defined areas both indoor and outdoor during social times, as per above.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p>	<p>The majority of secondary aged pupils will be able to understand social distancing requirements and will be encouraged to maintain social distancing around school as much as possible. Those pupils identified with specific needs that</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	make this more challenging, will be supported by the Inclusion Team to help understand how and why social distancing remains important.			
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	<p>Groups will follow a full timetable of subjects, but be maintained in year group bubbles so that mixing is minimised. This will enable the delivery of specialist subjects where class sizes have to be reduced to ensure access and safety in normal operating circumstances.</p> <p>Breakfast club will be open to all pupils across the bubbles, but social distancing measures will be in place.</p> <p>The extra-curricular programme will be put on hold for the first 4 weeks, at which point the situation will be reassessed and activities agreed only where risk can be appropriately managed in line with all guidance.</p> <p>Homework club will run for Yr7 only in the LRC.</p> <p>Yr11 interventions in classrooms within their Year group bubble.</p> <p>No plans during first 4 weeks for any off-site activities across year groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Siblings may be in different groups	This will occur where pupils are in different year groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	The teaching timetable reduces movement of staff around the school as the majority of teaching staff remain in one allocated classroom. Teaching Assistant staff will not be deployed inside the classroom in the usual manner, but instead allocated to fulfil specific EHCP support and used to conduct interventions with social distancing in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Staff will be briefed to maintain 2m distancing with other adults wherever possible. Teacher zones will be created in each classroom to support the teacher in maintaining distance from pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	In all areas of the school adults will be encouraged to maintain 2m distancing wherever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Meetings will be arranged in such a way as to avoid direct face to face contact, using bigger rooms and alternative layouts of furniture. The use of online/video meetings will also continue where feasible. Close contact will only be necessary in certain emergency situations, such as first aid. At which time PPE will be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>able should it be necessary. Teaching Assistant staff will not be deployed inside the classroom in the usual manner, but instead allocated to fulfil specific EHCP support and used to conduct interventions with social distancing in place. Should classroom support be essential at a particular point then face – face contact will be avoided and support provided from a side-by-side position in the classroom.</p>			
<p>Within the classroom a distance between people is maintained so far as reasonably practical</p>	<p>It is accepted that distancing may not be possible in primary schools. Pupils sat side by side facing forwards, with spacing as much as the physical space in the room allows. Teacher in marked teacher zone at the front of room.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face to face contact time is reduced and limited to no more than 15 minutes duration</p>	<p>Staff to ensure that they use clocks/timers/watch if they move outside their 2m line.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are seated side by side and facing forwards, rather than face to face or side on</p>	<p>Classroom layouts will be altered to rows of desks so that pupils are seated side by side Any rooms with fixed furniture will be assessed to implement the most appropriate seating layout to ensure side-by-side seating.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff will work side on to pupils as opposed to face to face whenever possible</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Educational and care support is provided as normal to pupils who have complex needs or who need close contact care</p>	<p>Personal care plans assessed and close contact situations identified. Staff briefed on how to continue this care safely.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Unnecessary furniture has been moved out of classrooms to make more space</p>	<p>Classrooms assessed for space requirements and excess furniture moved to storage if practically possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Large gatherings such as assemblies or collective worship with more than one group do not take place</p>	<p>Assemblies will be for year group bubbles only</p>	<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>	<p>The timetable being followed will reduce the movement of staff around the building. Pupils will continue to pass on some corridor intersections with adult supervision in place in key areas. Corridors will be marked to identify direction of travel and only where single flow is not an option, marked to split flow of people in both directions.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p>	<p>Staggered start and finish times should not reduce the amount of overall teaching time. School Day adjusted so that all year group bubbles arrive and depart at different times. These groups will use different entrances to reduce mixing. Waiting areas are identified outside the 3 split entrances to minimise mixing of those that may arrive early.</p>	<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>	<p>Information communicated to parents regarding</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	protocols for drop off and pick up. Majority of pupils walk or cycle to school. If arriving by car, parents will be asked to remain in their vehicles.			
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)	Information regarding timings of the school day, arrival times and entrances to use are communicated to parents / carers in advance of the start of term.	<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	No external entrances to classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	Break time will be split into two sessions with 3 groups at one time and 2 groups at the other. Separate catering areas will be established to keep groups apart and minimise mixing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Lunchtime will be split into three sessions, with no more than 2 groups on their lunch break at a time. Two separate catering spaces will be used to keep groups apart and minimise mixing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	By splitting break time into two separate sessions, staff will also break at different times. Maximum occupancy established for each	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>staff room to enable social distancing to be maintained. Staff can still use another staffroom if department all break at same time.</p>			
<p>During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p>	<p>See separate Covid-19 subject policy document. In summary; No changing. Pupils stay in uniform but change footwear. Exercise & activity programme followed that reduces the need for specialist equipment. Where equipment is used it will be wiped clean following use and prior to use by any other groups. Use outdoor spaces or sports hall only (hall to be naturally ventilated). Theory sessions planned and classrooms allocated, following standard practice protocols for classroom use, as an alternative in adverse weather.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p>	<p>Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Social Distancing Measures Not Followed During Travel to and from School</p>				

<p>Parents and pupils are encouraged to walk or cycle to their education setting where possible</p>	<p>Guidance issued to parents and pupils promoting walking / cycling and encouraging pupils to travel individually or with members of their own household only.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport</p>	<p>safer travel guidance for passengers</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings are required at all times on public transport for children, over the age of 11</p>	<p>Reminder detailed in the travel information issued to parents / carers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Cleaning/Sanitising</p>				
<p>A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place</p>	<p>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 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. The contractor will also follow guidance provided through its own associations and internal policies. The Support Centre building will also be used by Danesgate School who will</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	identify their cleaning requirements separately to the contractor to ensure these support their own risk assessment for September opening.			
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Shared resources will be minimised, but where needed technicians, other identified staff and pupils will be provided with anti-bac wipes to clean items that cannot be washed. Disinfectant fluid will also be used in some practical subjects to clean items in between groups. Silicone keyboard covers will be placed on keyboards in shared areas to provide a surface which is more easily cleaned. 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. Hand sanitiser 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	Bins will be emptied daily as a minimum	<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.			
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	No play equipment used. The outdoor Parkour equipment will remain out of use of this time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Pupils will bring their own basic equipment and will not share it with others. If items such as pens or pencils are required, new items will be provided by staff for pupils to keep.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Shared resources will be minimised, but where needed technicians, other identified staff and pupils will be provided with anti-bac wipes to clean items that cannot be washed. Disinfectant fluid will also be used in some practical subjects to clean items in between groups. Silicone keyboard covers will be placed on keyboards in shared areas to provide a surface which is more easily cleaned. 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"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out	Technology and Science equipment cleaned / washed after each use. Disinfectant fluid made available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Refer to CLEAPSS guidance. PE/Sports – minimal equipment used as per PE/Sport section above and subject specific policy document. Where there is use items are cleaned/wiped down between groups.			
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Pupils advised to keep all personal items to themselves and not share with others. Standard school protocols will apply e.g. mobile phones.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	Staff encouraged to leave resources in school and only take items home where absolutely essential. Hand hygiene and cleaning of resources as detailed in other sections.	<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	Very few devices that this is applicable to and if passed to another person then items will be cleaned first.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	transmission of coronavirus (COVID-19). This message will be communicated to staff, pupils and parents/carers.			
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 st August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible	<p>Clinically extremely vulnerable</p> <p>Individual risk assessments are needed and guidance must be sought.</p> <p>Risk assessments to be undertaken with identified individuals to support a physical return to work in September where it is agreed that the risks can be adequately controlled.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible	<p>Clinically-vulnerable people</p> <p>Individual risk assessments are needed and guidance must be sought.</p> <p>Risk assessments to be undertaken with identified individuals to support a physical return to work in September ensuring risks can be adequately controlled.</p> <p>Any staff identifying as BAME will be contacted by a Senior Leader to discuss any specific concerns they may have regarding returning to work. Where possible, additional measures as agreed between the staff member and the Senior Leader will be implemented.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils</p>	<p>Longer engagement of supply staff to minimise movement between sites will be considered where appropriate. Supply staff will be instructed to follow the same protocols as permanent staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>A spare room in the music department will be allocated as an isolation room for a symptomatic individual. If it is not possible to isolate them, move them 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>An individual toilet (disabled) near Maths block will be allocated for this specific purpose. See cleaning section for control measures in place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	guidance on isolation for residential educational settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	Testing promoted for all individuals who are symptomatic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	Good hand hygiene reinforced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance Reactive cleaning undertaken as required in line with guidance for cleaning educational premises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	Government guidelines regarding isolation of symptomatic individuals and households promoted whenever possible, including the importance of getting a test if symptomatic. Signage placed on main access points advising anyone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	displaying Covid-19 symptoms not to enter the building.			
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Details communicated to parents/carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Details communicated to parents/carers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test	Information communicated to parents/carers requesting test outcomes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating	General Government and PHE advice followed at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests positive, they should follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close	Close contact means: direct close contacts - face to face contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>contact with that person when they were infectious</p>	<p>with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p>			
<p>Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>	<p>Temperature will not be taken for any individuals.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Hand Washing/Personal Hygiene</p>				
<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</p>	<p>Signage at entrance points reminding all individuals about hand washing and respiratory hygiene. Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils. Hand sanitiser available if hand washing not possible at that time.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands are washed with liquid soap & water for a minimum of 20 seconds</p>	<p>Handwashing promoted, particularly after visiting the toilet and before and after eating.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p>	<p>Handwashing provision will be enhanced over the school summer break. Hand sanitiser stations and dispensing locations</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	will be installed in across the site.			
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Hand sanitiser product that meets requirements sourced in bulk supply. 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 sanitisers will be used in areas where no handwashing facilities are available, such as classrooms. Skin friendly skin cleaning wipes can be used as an alternative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT  Germs spread easily. Always 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"/>
Disposable tissues are available in each room for both staff and pupil use	Stock levels increased	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Bins provided in every room and in other communal spaces where practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	Where identified, TA's will support pupils with specific needs (working in a way that complies with social distancing guidance) and will support their movement around	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>the school site and their understanding of all hygiene measures. Should the passenger lifts be required for pupils or staff will 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.</p>			
<p>Inadequate Personal Protection & PPE</p>				
<p>Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education</p>	<p>Face coverings are discouraged and donning and doffing information shared to support correct use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If 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</p>	<p>safe working in education, childcare and children's social care</p> <p>PPE supplied to school to enable staff member to be protected in line with guidance. This includes; face mask,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

vomiting, then eye protection should also be worn	gloves, an apron and eye protection. Instruction for correct donning & doffing of PPE will be provided to identified staff.			
Pupils and staff who use them are required to remove face coverings on arrival at school	All face coverings are discouraged, except when used in accordance with guidance to care for a symptomatic individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom	All pupils will sanitise their hands on arrival and after removing face coverings, following the guidance on disposal or safe storage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
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"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Visitor/contractor policy implemented and communicated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	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	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	measures and availability of resources to effectively clean following the visits. Updated risk assessments required in advance from contractors.			
A record is kept of all visitors	Visitors book used as standard with the additional request of providing a contact number in case of confirmed cases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Windows opened whenever possible and comfortable to do so All mechanical ventilation set to operate in line with Government advice https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	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 where this is not possible, systems are operated as normal	All mechanical ventilation set to operate in line with Government advice https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak	<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	Fire doors must not be propped open unless they have a self-closing hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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.			
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 checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures				
		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan				
		Yes <input checked="" type="checkbox"/>	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	
Bubble groups established on a year group basis		JLO		
Pupil briefing sessions to included; importance of social distancing, hand & respiratory hygiene, not attending if symptomatic,		RSI		
Revise the timings of the school day to reduce interactions		RSI		
Inclusion team support established for those pupils that may find social distancing challenging		VBU		
Breakfast club staff briefed to operate with social distancing measure in place		IPA		
Extra-curricular programme agreed with necessary protocol communicated to staff and pupils		RSI		
Teaching Assistant timetable devised to provide agreed levels of support and intervention		VBU		
Classroom layouts altered to rows of desk facing forwards and excess furniture removed where practically possible.		IPA		
Personal care plans assessed and staff responsible for this care briefed on how to maintain safety		VBU		
Waiting area for early arrivals established to minimise potential for groups mixing.		RSI		
Corridors marked to inform one-way system and marked to split movement of people if only single entry / exit available.		IPA		

Travel to / from school information, including use of face masks on public transport, shared with parents / carers.	RSI	
Revised school day timings, allocated entrance points, isolation, test results and NHS test & trace information communicated to parents / carers.	RSI	
Identify and set up 3rd catering space for Yr11 group at break time.	IPA	
Maximum occupancy established for staff rooms and signed on each door. Revised layouts or screening implemented in Admin & Pastoral offices.	IPA	
Staff briefing – protocols communicated including; importance of social distancing, hand & respiratory hygiene, not attending work if symptomatic, providing test results and adhering to NHS test & trace advice.	RSI	
Cleaning schedule enhanced – see document entitled ‘cleaning schedule additions during Covid-19 pandemic’	IPA	
Anti-bac wipes to be provided in all rooms to support cleaning of any shared resources.	IPA	
Mark outdoor Parkour equipment out of use.	IPA	
Ensure sufficient stock of basic stationery items are available for classroom staff to give to pupils if necessary	CKI	
Silicone keyboard covers will be placed on keyboards in shared areas to provide a surface which is more easily cleaned.	IPA	
Isolation and testing information shared with staff and parent/carers	RSI	
Individual risk assessments undertaken with staff identified as CEV	VBU/IPA	
Individual risk assessments undertaken with staff identified as CV including those who are pregnant	RSI/IPA	
Any staff identifying as BAME to be contacted to discuss any specific concerns they may have regarding returning to work	RSI	
Information prepared to issue to supply staff to ensure they follow the same protocols as permanent staff.	RSI	
Allocate a room and toilet for isolating a symptomatic pupil whilst they await collection and ensure clearly signed.	IPA	
Coordinate purchase of required PPE and establish procedures for use	IPA	
Signage displayed on main entrance points advising not to enter if symptomatic.	IPA	
Daily reminder sheets and/or specific signage regarding hand washing and respiratory hygiene placed at reception and other entrance points	IPA	
Handwashing provision to be enhanced over the school summer break	IPA	
Hand sanitiser stations to be purchased and installed over the school summer break	IPA	

Signage displayed in multiple locations around site promoting 'catch it, bin it, kill it' and handwashing	IPA		
Increased supplies of facial tissues sourced.	IPA		
Risk assessments and care plans for pupils with complex needs are reassessed and updated as necessary.	VBU		
PPE information and guidance supplied to all first aiders	IPA		
Visitor/contractor policy implemented and communicated.	IPA		
Addition of contact number to visitor record book	IPA		
Building ventilation systems set in line with Government guidance.	IPA		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):	Ian Parnaby	Signature(s):	<i>I. Parnaby</i>
Position(s):	School Business Leader		
Date:		Review Date:	
Assessor(s):	Rod Sims	Signature(s):	<i>R. Sims</i>
Position(s):	Head of School		
Date:		Review Date:	
Distribution: All Union Reps; All staff; All parents; Published on School and Trust websites			

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

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD