

Activity/ Situation	WIDER OPENING OF SCHOOL				
Location	Naburn CE Primary				
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities 				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p> <p><i>Amended in purple</i></p>					
Social Distancing Measures Not Followed					
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	Early Years Foundation Stage 2 members of staff (from 10am -2pm Tues and Thurs). 2nd member of staff from Oak to support at beginning of day and Headteacher at end of day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance No vulnerable children at Naburn.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible	DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings Maximum of 9 at any one time in Acorns (total of 11 in whole bubble) and 8 in Willow (as of 26th June, 3 children on waiting list in)			
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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded	Cloakroom belongings to be kept to a minimum. No PE bags. No bags. On letter to parents 22.5 and parental agreement 29.5. Reminded on newsletter 8.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP use the same classroom or area of a setting throughout the day	Acorn class in Rowan room Oak class in Willow Room to reduce need for use of stairs and to reduce corridor usage. On cold/wet days, oak to use hall for lunch to enable safe supervision. Leave by front door to minimise corridor use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated at the same desk each day if they attend on consecutive days	Pupil each have their own desk. Each key worker family in Acorns share a larger table. Reviewed 3 rd July in preparation for extra Y6 pupil attending. Tables and chairs cleaned each morning to minimise risk if a different desk is used in Oak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups	Children and staff stay in same bubble. Staff informed at Zoom staff meeting 26.5.20 using NEU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	guidance on a powerpoint. Staff follow 2m distancing rule at lunch time.			
CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	Children and staff stay in same bubble. Staff informed at Zoom staff meeting 26.5.20 using NEU guidance on a powerpoint. Parents informed via letter 22.5, 29.5 and in parental agreement 29.5 Staff have to cross corridor of Acorn bubble in order to access staff toilet, but this will be done when corridor is empty of children	<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	Rota in place with Wednesday as a break between staff teams (except for keyworker teachers where one teacher teaches Mon –Weds and one Thurs/Fri). That teacher will teach bubble on a Weds on a rota. One TA in Oak Mon/Tues and another Thurs/Fri with Weds as break in between.	<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	Guidance given at INSET on 1 st June. Reminder 3 rd -5 th June on staff whiteboard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	Reminders at INSET days and repeated to children. Posters to remind. No need for pupils or staff to wear face masks according to gov guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to which lessons or classroom activities could take place outdoors	Discussion began at Zoom meeting on 26 th May. To continue at INSET day and revisit on Friday 5 th June.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>More outdoor sessions as weather allows. Each bubble has one half of playground, divided clearly by wooden wall.</p> <p>26th June events shelter erected on playground to give Oak bubble shade at lunch/break.</p>			
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	<p>Willow classroom used for Oak class to minimise use of stairs/bannister contact.</p> <p>Staff to access staff toilet by KS1 door so not walking down corridor unnecessarily.</p> <p>Signs in corridor to remind all.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded	<p>One child to the toilet at a time as now unisex (separate cubicles). Next child waits at designated space 2m away.</p> <p>Hands to be washed in classroom at other times of day.</p> <p>Hands to be dried on paper towels. Paper towel dispensers arrived w/b 22.6 to minimise virus transfer and waste</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assembly groups staggered	BC/Class teacher to lead Collective Worship via zoom or outside. No Open the Book/vicar/Yo-Yo assemblies until further notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all CYP are not moving around the school at the same time	<p>Acorns 10.20am -10.50am</p> <p>Oak 10 am – 10.20am</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	In own half of playground, (separated by wooden wall)			
Lunch breaks are taken in different parts of playground	<p>CYP should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, they should be brought their lunch in their classrooms</p> <p>Children to eat outside when weather allows, in separate areas of playground (Oak in main tarmac area, Acorns in green grass area – two areas separated obviously by wooden wall). Eat in bubble room only if wet. Tables to be cleaned before and after by staff.</p> <p>If wet, Oak to eat lunch in school hall and then watch video. If then dry enough to go outside, use main front door propped open briefly to minimise touching of handle.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity	If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	place Village Hall, if used, to be used by only one class, to be arranged each week. No other shared areas used in school. Field can be shared as long as social distancing adhered to and toilet usage is not shared. New checklist in place from 10.6 to enable cleaner to know when hall facilities have been used and so result in extra cleaning			
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	Sign placed in corridor between two toilets to remind children of separate bubbles. Staff can access for cleaning only as long as toilets are free of pupils. No entry sign on main door into hall to remind staff and children and on staircase also. Staff to walk around outside of building to access office/toilets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)	Posters put up on 1.6.20. Child friendly (BC discussed if child friendly enough with keyworker child). Children have design better ones w/b 8.6 on display.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered	Oak 9am – 2.30pm Acorns 9.30am – 2.45pm Reviewed 5 th June/12 th June/19 th June. Working well. Arrangements shared with parents via letter 22.5 and parental agreement 29.5 and with staff on inset day 1.6.20. See staff protocol document p2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Children have own place to stand on playground whilst waiting for parents.			
Parents told that if their CYP 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 parent they must follow social distancing guidelines YSAB letter and YSAB flyer sent out to all parents in all year groups 20.5 and Parental Agreement sent on 29.5 to be signed before 2.6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	In letter of May 20 th and Parental Agreement 29.5 parents told of 2m rule outside school (markers placed on railings by admin team before 2 nd June). Posters up on railings and black/yellow tape at 2m intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and CYP are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	In letter of May 20 th and Parental Agreement of 29.5. Only one entrance/exit. Reviewed Friday 5 th June. To be reviewed again 12 th June. Staff informed at INSET 1.6. See staff protocol document p3	<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)	In letter of May 20 th and Parental Agreement 29.5 told no gathering and told no parents on site at all unless to pick up an ill child. Verbal reminder given 9.6 to one group of parents and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	to group of sibling's friends 18.6			
External entrances to classrooms are used where practical	Discussed with staff on INSET day 1.6. Staff and children to enter and exit school through their classroom door (and KS1 door for Acorns). See staff protocol document p3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously	Only Acorns to use treehouse. Discussed on INSET day 1.6 Play equipment such as skipping ropes to be used by only one child and then put in bucket of soapy water to clean at end of break. On a Weds when less children, each child to have own equipment which is to be left out in a separate place each and then washed at end of day only. Play equipment (climbing frames etc) at village hall not be used at all.	<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	2 EYFS children in school. 7 or 8 altogether in mixed class with keyworkers, called Acorns. Families kept together to minimise risk of spread. Each EYFS child has own 'area' marked out in classroom. During phonics, each EYFS child sits on own chair 2m apart on carpet area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools offering residential provision have considered the maximum number of CYP 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	Only one admin in at a time from 1.6. Have been working from	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>home. Teacher laptops returned and sanitised. When admin team work in school, they bring their child/ren in to join keyworker group (counted within total above). Staff to use their own pens and chair – see staff protocol document p 4. Own chair at lunch too.</p> <p>Staff to wipe office surfaces regularly and photocopier touchpad and complete checklist on office wall</p>			
<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained.</p>	<p>Staff room out of use as too small. Staff to socially distance outside or in school hall. On wet days, staff to use upstairs classroom and to sit at own table 2m apart. Keep own table and chair. Try to avoid touching banister on way up stairs and prop door open briefly to minimise touching of door plate. Try to stay 2m apart on way up and down stairs and especially in area near lift.</p> <p>Only one member of staff in kitchen at one time because room is smaller than 2m. Staff to have their own chair in classroom and hall – see staff protocol handbook p4</p> <p>Hot water boiler, microwave, fridge, milk and coffee lids to be wiped after every use to avoid cross contamination. Head to clean kitchen regularly</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	also and complete checklist on kitchen wall.			
Social Distancing Measures Not Followed During Travel to and from School				
Parents and CYP encouraged to walk or cycle to their education setting where possible	On newsletter w.b 1.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	Coronavirus (COVID-19): safer travel guidance for passengers On newsletter w.b 2.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times	No children using school bus currently. Will need to monitor this and adapt if needed. Head to keep in touch with Thornes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.	Guidance received concerning these details. Head to keep in touch with Thornes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts	Guidance received concerning these details. See staff protocol document p 1 – staff travelling on public transport or who may visit a supermarket etc on way to work advised to bring a change of clothes for school. All staff and children advised to wear clean clothes each day for work. See staff protocol document p 1 and parental agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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)	Not needed at present, but under review as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Cleaning				

Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Discussed 26 th May and no additional hours needed at present. To keep under review, especially once village hall is used and will need cleaning again. New system 10.6 to alert caretaker if village hall has been used to enable more frequent cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	Discussed at Staff Zoom 26 th May See staff protocol document p 5 Checklist in each classroom, office, toilets and kitchen and staff/head regularly cleaning. Staff are not deep cleaning as per union advice, but are wiping table down and washing play items such as skipping ropes	<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	Discussed with caretaker and staff 26 th May. See staff protocol document p 5. Gloves used to open gate, then binned after one use. If a parent is going to be late, ring office rather than buzz buzzer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	New lidded bins purchased. To be emptied at lunchtime by headteacher and by caretaker in morning. Bin bags are double sealed and left for 72 hours before being disposed of. Food bin to be emptied by MSA at lunch and double bagged as above. See staff protocol document p 3	<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	Delivered and stock to be monitored regularly by caretaker and head. To be restocked as needed through purchasing system and admin team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and CYP use	Yes, a box in each room. Restocked as necessary through ordering system with caretaker and admin team. Spare boxes can be found in disabled toilet.	<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.	Discussed at Staff Zoom 26 th May and further detail to be discussed on INSET day. Each bubble to have set of equipment to be placed in bowl of soapy water at end of break/lunch. Reviewed 5.6 and 12.6. Lunchtime shortened to ¾ hour from 8.6 to reduce need for equipment. More social distance games to be found by head/staff for w/b 15.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it	Discussed at Staff Zoom 26 th May and further detail to be discussed on INSET day. Only Acorns to use tree house. Reviewed 5.6, 12.6, 19.6 and 26.6. To be reviewed weekly.	<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	Discussed at Staff Zoom 26 th May and items removed on INSET day.	<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	Discussed at Staff Zoom 26 th May and items removed on INSET day. 'Fuzzies' used for house points to be put away and counters or hard counting teddies to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




	be used instead, which are to be washed in soapy water at the end of each week			
Shared Resources				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	In letter to parents 20.5 and 22.5 and Parental Agreement/letter 29.5. Newsletter reminders on 2.6 and 8.6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently	Discussed at Staff Zoom 26 th May. Minimise shared materials – each child to have their own set of resources as much as possible. Cleaning ticklist in classrooms. Staff are not deep cleaning as per union advice, but are wiping table down and washing play items such as reward counters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books	Head to tell staff on INSET day.	<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	If staff ipads or classroom laptop are taken home, need to be disinfected when leaving home, disinfected on arrival at school – in entrance and not taken around school but left on desk. Items should be cleaned routinely. See staff protocol booklet p5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to	3 children currently shielding (2 in Y2, 1 in Y5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

shield and are supported at home as much as possible				
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work	Audit of staff conducted so BC aware of which members of staff fall into categories. Deadline 25 th May. Such staff are working from home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site	Such staff are working from home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting	Audit completed and discussed with staff. Deadline 25 th May. Under review if guidance changes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Such staff working from home	<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 CYC to deliver before 2 nd June. Email received 26 th May. 2 sets arrived 27.5 plus face masks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Posters around school to remind children and staff and YSAB flyer 20 th May. Children to be reminded on 2.6 and periodically in school day. See staff protocol document p 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately	Posters to remind. Children to be reminded on 2 nd June and periodically in school day. See staff protocol document p 3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail not to be touched	Mail to be left at front gate by postman or put in mailbox. Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	team or head to pick it up using gloves and open using gloves. Envelopes to be binned in lidded bin, double bagged and discarded of after 72 hours.			
Paper accident book to be temporarily replaced	Computer version created w/b 22.6 to minimise cross contamination. To be stored on server and sent to parents via email (by admin) instead of slip sent home with child. Reviewed 3.7. New system used successfully twice.			
Site User Becoming Unwell				
If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance	COVID-19: guidance for households with possible coronavirus infection guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people Use staff room. Open skylight window.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	No spare toilet available in school. Headteacher will clean if this occurs and record on checklist on toilet wall alongside regular cleaning details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment Staff informed on 26 th May and further training on INSET day. See staff protocol document p 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital	Follow usual procedures. Office to make the call.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell</p> <p>“If a child, young person or other learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.” From Public Health England</p>	<p>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</p> <p>PPE to be worn, as provided by CYC.</p> <p>Track and Trace will come into effect.</p> <p>If the member of staff has had sustained contact for more than 15 minutes, without PPE, then they will be sent home.</p> <p>Isolation area to be thoroughly cleaned and ventilated following collection of unwell person. See staff protocol document p 7</p>	<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	See staff protocol document p 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus	YSAB flyer sent out 20 th May. Parental Agreement to be signed before 2 nd June.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and CYP who are attending an education or childcare setting will have access to a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario</p> <p>YSAB flyer sent out 20th May. Parental Agreement to be signed before 2nd June.</p> <p>Staff to be reminded on INSET day. See staff protocol document p 7</p>			
Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation	<p>See staff protocol document p 7</p> <p>Parental Agreement to be signed before 2nd June.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	<p>The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms</p> <p>See staff protocol document p 7</p> <p>Parental Agreement to be signed before 2nd June or before child attends setting if started after then.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	<p>If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)</p> <p>See staff protocol document p 7</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Parental Agreement to be signed before 2 nd June or before child attends setting if started after then.			
Inadequate Hand Washing/Personal Hygiene				
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean	YSAB flyer 22.5 and letter, Parental Agreement 29.5, Staff zoom 26.5, INSET day 1.6. Posters up in toilets and classrooms See staff protocol document p1 and 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted	   YSAB flyer 22.5 and letter, Parental Agreement 29.5, Staff zoom 26.5, INSET day 1.6. Posters up in toilets and classrooms Parental Agreement to be signed before 2 nd June. See staff protocol document p3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning YSAB flyer 22.5 and letter, Parental Agreement 29.5, Staff zoom 26.5, INSET day 1.6. Posters up in toilets and classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances CYP should not be using alcohol based hand cleansers	Parents informed on YSAB flyer 22.5, Parental Agreement 29.5, staff Zoom 26.5, INSET day 1.6. Posters out up around school reminding staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


	Extra stock of sanitiser delivered 4 th June. Stock to be regularly reviewed by caretaker and admin team and reordered as needed.			
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	<p>This needs to be done first thing in the morning, after breaks and after lunch at least</p> <p>Shared bathrooms due to size of school. Cubicles clearly marked boys and girls plus one spare for emergencies. Reviewed 12.5 and two girls' cubicles needed in Acorns bathroom as one toilet is too small for older keyworker children now attending. So now no emergency spare toilet available. Head to clean toilets after break and lunch and other times if needed. Ensure no children are in toilets by knocking and calling out before entering. Gloves, disposable cloths and apron to be used. All purchased. Check list in each toilet to sign when cleaned.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out.	<p>Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk</p> <p>Paper towels to be used in school. Paper towels to be taken if village hall used.</p> <p>Parents reminded of moisturiser use in</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	newsletter 2.6 and 8.6.			
Inadequate Personal Protection & PPE				
PPE will need to be worn by a member of staff if a CYP becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	PPE for emergency delivered from CYC 27.5.20. Usage detailed in staff protocol book given to staff at inset 1.6.20 page 6 Stored in school office on old 'tuck shop' shelf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	Gloves and aprons purchased by school. Caretaker to keep office staff informed well in advance of any restocks required so an order can be placed in good time to minimise risk of nil stock in school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype	No visitors to be allowed on site unless essential.	<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	All visitors and contractors must make pre-arranged appointments	<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	Pre-made Visitor badge to be worn so no need of lanyard. Made on INSET day 1.6.20 (with school logo, name and date) Admin team to fill in visitors book so record can still be kept of routine maintenance	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	maintain appropriate social distancing measures and availability of resources to effectively clean following the visits Betterclean RA sent to head 1.6.20			
Inadequate Ventilation				
Ventilate spaces with outdoor air	Caretaker to open classroom windows each morning. Staff to close them at end of day. Head (or designated last person in if head is absent) to check prior to leaving. In staff protocol document given to staff on INSET day 1.6.20. page 2 Head discussed with caretaker on 1.6.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)	See Staff protocols document given to staff on INSET day 1.6.20 page 2 Both bubble rooms aired all day every Wednesday, while keyworker children use hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Toilet ventilation to be switched on by caretaker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted. Internal doors to be opened. See page 4 of Staff Protocol booklet given to staff on INSET day 1.6.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and CYP to undergo induction in the fire and emergency routines accident/first aid	On INSET day and 2nd June when all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)	children in. Use two furthest fire assembly points on playground to 2m apart.			
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	Clearly marked and known by head and admin team	<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	No new contacts need to be added. Usual fire alarm testing to be carried out by caretaker and checklist filled in in site monitoring book Carried out weekly and emergency lighting monitored regularly by DFPS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School Activities				
CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations	Discussed at staff zoom 26 th May. Staff reminded at INSET day 1.6 and given advice of staying above the child especially in KS1. Children to be reminded by staff 2 nd June and regularly. Posters up around school.	<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 CYP in one day, or properly cleaned between cohorts	Discussed at staff zoom 26 th May. See NEU guidance powerpoint shared with staff at 26.5 meeting and emailed to staff on 26.5 Bubbles not to use shared area at all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use of village hall and field due to small playground and use of 'forest area'	Discussed at staff zoom 26 th May. See NEU guidance powerpoint shared with staff at 26.5 meeting and emailed to staff on 26.5. Discussed also at INSET day on 1.6.			

	Children to use paper towels to dry hands after toilet use, not to use towel. Toilets to be cleaned daily in a morning by caretaker. 2 members of staff to accompany children off site. Reviewed 10.6 and new system of alerting caretaker to when hall has been used put in place to facilitate extra cleaning.			
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment				
Parent information sent out in letters via ParentPay	BC/admin	22.5 and 29.5.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
YSAB flyer and letter sent to parents	BC/admin	20.5		
Staff informed of plans at Zoom staff meeting using NEU guidance on 26.5, then period of consultation until 29.5 where staff and gobs asked to ask questions, clarify information etc.	BC	26-29.5.20		
Parental agreement sent to parents 29.5 to be handed in 1.6, signed before child can attend	BC/admin	1.6		
Staff sent a copy of this Risk Assessment via email	BC	26.5 8.6		
Staff protocol document given to staff on INSET day 1.6.20.	BC	1.6		
This Risk assessment shared with CYC	BC	26.5		
Framework Action List and this RA completed and sent to CYC 27.5	BC	27.5		
Initial Reopening Action Plan written and approved by FGB 4.5.20 and gobs kept regularly informed of all plans via email	BC	4.5		
TLC committee approved plans	BC	19.5		
All governors kept updated with RAs and related policies and documents via email	BC	1.6 5.6 10.6 29.6 FGB		
This Risk assessment shared with unions via email	BC	8.6		
This Risk assessment posted on website	KC/BC	8.6 12.6 19.6		

		26.6			
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 checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
ACTION PLAN (insert additional rows if required)			To be actioned by		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>			Name		Date
Staff protocol document			B Christison		1.6.20
Enhanced cleaning risk assessment			Betterclean		1.6.20
Cleaning checklist			B Christison		1.6.20
Wider Opening checklist			B Christison		1.6.20
Premises and Buildings RA			B Christison		29.5.20
Kitchens and catering RA			Caterlink		29.5.20
Neighbours behind school expressed concern that our EYFS area is not 2m away from their path. BC talked to neighbour 1.6.20 and explained that we will move the children to an area further away. Children in Acorn to use playground rather than area near fence. Tarpaulin put up at end of path to remind children.			BC		2.6.20. Reviewed on 5.6.20. To be reviewed weekly.
Caretaker to clean village hall daily instead of once per week (and school to have sole use of hall). See email 19.5.20			BC/PS		1.6.20. Reviewed 12.6 in case extra hours of cleaning needed. No extra hours at present needed but review weekly
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):	Brenda Christison	Signature(s):			
Position(s):	Headteacher				
Dates:	26th May 2020 1st June 2020 (version 2 after CYC input) 8th June 2020 (version 3 after review with staff) 9th June (version 4 after Union input) 12th June (version 5 after review with staff)	Review Dates:	29th May, 5th June, 12th June, 19th June, 26th June, 3rd July. FGB on 29th June		

	26 th June (version 6 after review with staff) 3 rd Jul (version 7 after discussion with staff after 2 new pupils admitted)		
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Distribution: Staff, Governors, CYC

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