

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020			
Location	Naburn CE Primary 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>				
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed				
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p>Details;- 3 classes, Rowan, Willow, Oak Rowan (R,Y1,Y2 = 11), Willow (Y3/4 = 18), Oak (Y5/6 = 21) 50 children in total.</p> <p>Classes become 2 bubbles for outdoor break and lunch to allow for socialising, at a safe distance (Rowan and Willow together but staff stay apart).</p> <p>Children arriving on school bus will sit apart (with face coverings on if parents wish) and will join their class on arrival (5 children across school).</p> <p>After School Club will be operating and children will be kept in 3 separate parts of the school hall, according to bubbles.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

	<p>Staff will keep to their own bubble apart from MSAs (who also lead After School Club), Headteacher (who teaches PPA across whole school) Peri music teachers (who teach PPA across whole school), KS2 TA (who works across two KS2 bubbles and at Elvington Primary) and Mr Davies (who teaches PE across whole school). These members of staff will stick to strict hand hygiene and distancing guidance when in classrooms.</p> <p>These members of staff will stick to strict hand hygiene and distancing guidance when in classrooms. They will not share chairs or resources with class teacher. See staff protocol booklet p6</p>			
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	<p>Record to be kept by admin team on Integris. Timetable for week on display in staffroom.</p> <p>Incident book put in place in lockdown to be added to as needed if close contact occurs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	<p>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 group sized 'bubbles'</p> <p>Each bubble is a class, so 3 bubbles (Rowan, Willow and Oak), but when it is outdoor playtime(15 mins) and lunch (30 mins), Rowan and Willow will be together to allow socialising at a distance. Equipment will not be shared and staff will stay 2m apart. See staff protocol booklet p5.</p>	<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	<p>Rowan Class has only 13 children in it so risk minimised by small size. Children will be reminded of need to keep apart. Carpet 'spots' to allow children to be seated apart and tables spread out as far as possible. Outdoor area used as frequently as possible. See staff protocol booklet p4.</p>	<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	Three bubbles will operate separately, with a classroom each, except for half hour outdoor lunch and 15 minutes outdoor break as above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

keep their distance within their groups	<p>No use of school hall except for After School Club.</p> <p>No sharing of village hall space.</p> <p>Older children reminded of need to safely distance. Posters up around school to remind.</p> <p>Rowan and Oak will continue their 'buddy' system but outside at 'forest' on a Friday.</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>No rooms to be shared between bubbles, apart from school hall used by ASC and staff. Surfaces and chairs in this room will be cleaned at the end of lunch by staff who use it at lunch, again by ASC staff before/after the club and before/after snack. Cleaned again by caretaker before school.</p> <p>One session per week Oak Class and Rowan will be taught together but it will be an outdoor 'forest' session to minimise risk.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	<p>Large classroom and outside area also available so children will have lots of room.</p> <p>Children will be discouraged from close contact. Assembly led by headteacher via zoom on first day to explain. Posters up to remind.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	<p>School bus will transport 5 children to and from school each day.</p> <p>Peri music teachers (keyboard and guitar) will teach individual children or small groups socially distanced. School keyboard will be wiped between each use. See staff protocol booklet p6</p> <p>Specialist teaching (PE, Music and Cooking) will not involve bubbles mixing. All bubbles will be taught separately.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	Siblings are in three separate bubbles and will be kept apart in separate class bubbles at After School Club.	<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	Headteacher will work in all three bubbles in order to facilitate PPA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>KS2 TA will work across two KS2 bubbles and also at Elvington Primary on an afternoon Mon to Thurs.</p> <p>Such staff will stay 2m apart from children where possible and will stay 2m apart from adults. Resources and chairs will not be shared. Hands to be washed before entry to new classroom and on leaving.</p>			
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	<p>Headteacher and KS2 TA will keep distance from pupils as much as possible, standing at front of class and will not join other staff at lunch time or breaks.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	<p>Office staff cannot sit 2m apart as desks cannot be moved, but on the one afternoon when they are in together they will face forward and keep their own equipment and chair (not share telephone). Face covering may be worn to further minimise risk of transmission.</p> <p>Staff will share school hall for lunch, not staff room as it is too small. They will sit 2m apart and clean chair and table afterwards in preparation for use by ASC. They may wear a face covering if they wish, especially when using the kitchen as it is very small.</p> <p>KS2 staff will stand at front of class and ensure 2m distance between them and first row of desks.</p> <p>KS1 staff will, where possible, stay 2m from children. See staff protocol booklet p6.</p>	<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	<p>Staff meetings and inset days via zoom or in village hall spaced over 1m apart. Face coverings may be worn.</p> <p>At lunch staff to sit 2m apart. See staff protocol booklet p5.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	<p>It is accepted that distancing may not be possible in primary schools Desks in rows in KS2, facing forwards, as spaced out as is possible. In Willow, the rows are at an angle to allow children to see all whiteboards.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	In KS1 desks spread out. Circular tables but children to be spread out, no more than 3 on a table. See staff protocol booklet p4.			
A barrier is erected between the KS1 Outdoor Area and the neighbours' garden to the rear of school.	A bamboo fence has been erected during the summer holidays, to allow children to use the outdoor area whilst also allowing the neighbours to use their path and garden.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	Contact time between head and staff reduced. Performance management by zoom. No staff to come into head's office as it is too small. Use staff room/office area instead or classroom. Governors meetings and any parent meetings to still take place via zoom or telephone.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	Desks rearranged in KS2 in rows. In KS1 children will be spread out as far as is possible. No more than 3 children at a circular table. Tables and chairs cleaned each morning to minimise risk and tables regularly cleaned by staff. MSAs to clean desks before and after lunch. See staff protocol booklet p4.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	Marking policy to be amended, discussed at zoom meeting 15.7 See minutes of meeting in file in office and see staff protocol booklet p5 To be finalised on Inset Day 7 th Sept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	One child to be supported. PPE to be worn and extra care taken with hygiene. For more details see individual SEN file for this child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Furniture to be moved on INSET day Sept 7 th . Shed at back of school to be used for storage space. If still not enough space in school, stage area of village hall to be used. Caretaker to transport in his van. See staff protocol booklet p5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	No Collective Worship in hall. To be carried out daily in class or by Zoom. Timetable on display in staffroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Open the Book/vicar to also be via zoom or cancelled.			
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	<p>All classes to stay in own classroom.</p> <p>Class worship and zoom worship led by head so no use of hall apart from ASC/staff lunch.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	<p>Staggered start and finish times should not reduce the amount of overall teaching time</p> <p>All children to arrive between 8.45 and 9am via main school gate. Each class to use separate entrance and exit.</p> <p>Letter to parents 16th July.</p> <p>End of day as follows: Rowan 3pm. Willow 3.10pm, Oak 3.15pm.</p> <p>Staff discussed at zoom meeting 15.7. New starter parents told at meeting 15.7. See minutes. Other parents informed in letter 10.7 and 16.7.</p> <p>Staff to keep younger sibling at end of line/in class to go home with eldest sibling so parents don't have to wait.</p> <p>See staff protocol booklet p2/3. To be reviewed at end of first week back and end of second week.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	<p>In letters of 10.7 and 16.7 parents told of distancing rule outside school (2m markers placed on railings by admin team 2.7). Posters up on railings to remind.</p> <p>Parents informed by letter 10.7 that school office must have email permission if a child is to walk home on own.</p> <p>Reminded in letter 16.7. Will need to be reminded again in Sept as no emails received by end of summer term.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult	<p>In parent letters of 10.7 and 16.7</p> <p>Only one school gate. Parents will line up at allotted time, socially distanced and children will be sent out in that order, called by head or class teacher.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

contact (for example, which entrance to use)			To be reviewed at end of first and second week.			
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)			<p>In parent letter of 16.7 Posters up on railings to remind.</p> <p>All appointments in first half term to be conducted by zoom to minimise adults in building.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical			<p>Rowan to exit and enter through KS1 door,</p> <p>Willow through their classroom door and</p> <p>Oak through front door to reduce opportunity to come into contact with other children.</p>	<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			<p>Rowan and Willow to become one bubble at break times only when outside break.</p> <p>If wet, to stay in own classroom. This is to allow for socialising especially for very small KS1 class. One bubble outside on playground at a time.</p> <p>Rowan to exit and enter through KS1 door,</p> <p>Willow through their classroom door and</p> <p>Oak through front door to minimise movement</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rowan and Willow	10.30am – 10.45am					
Oak	10.45am-11am					
Lunch breaks are staggered			<p>Tables in classrooms to be cleaned before and after lunch by MSA.</p> <p>Oak Class to exit via main front door propped open briefly by MSA with glove on to minimise touching of handle.</p> <p>Lunch time is 12.15 – 1.15pm. One MSA per bubble as far as is possible (part time staff so some change of staffing for Oak and Willow) to minimise adults in bubble.</p> <p>On Mondays, one bubble to eat and play at village hall field, taken there by PE specialist and one MSA (Mr Norris).</p> <p>Use toilets at village hall. Take paper towels. See staff protocol booklet p6.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12.15 - 12.45.	12.45 – 1.15				
Rowan and Willow	eat lunch in own class-rooms	Play out				
Oak	Play out	eat lunch in own class-room				
Grab bags/Packed Lunches are used instead of hot trolley service			<p>Children to eat in own classrooms.</p> <p>Grab bags to be brought into building by Caterlink member of staff, wearing gloves, and left in tray in hall.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>MSA for each class to collect these at start of lunch, wearing gloves, and take to correct classroom. See staff protocol booklet p5.</p> <p>Children who are having own pack up can bring it in a container and have been told it needs to be washed each night after school (parent letter 10.7)</p>			
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	<p>Staff room out of use as too small.</p> <p>Staff to eat lunch in school hall 2m apart. Keep to own table and chair and bring own cutlery and crockery. Face coverings may be worn.</p> <p>Only one member of staff in kitchen at one time as room is smaller than 2m. Face coverings may be worn.</p> <p>Hot water boiler, microwave, fridge, milk and coffee jar lids to be wiped by staff member after every use to avoid cross contamination.</p> <p>Head, caretaker, MSAs and ASC staff to clean kitchen regularly (caretaker every morning, head after break, MSA after lunch and ASC after ASC) and to complete checklist on kitchen wall.</p> <p>Antibacterial wipes are available in these rooms for staff to wipe down areas after own use. See staff protocol booklet p1 and 5</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>PE to be taught in 3 separate class bubbles, by PE specialist on a Monday and class teacher on one other day.</p> <p>Children to wear PE kit to school all day on PE days. Discussed at staff zoom 15.7, see minutes. New starter parents told at meeting 15.7. Other parents told in letter 16.7.</p> <p>No contact sports in PE, at break/lunchtimes or at ASC.</p> <p>Sports equipment to be cleaned between bubbles by PE specialist on Mondays. If equipment shared between bubbles, then to be cleaned by staff after use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	<p>Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</p> <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>Outdoor PE on large village field twice a week. If wet, village hall to be used, with attention to cleaning.</p> <p>Caretaker to clean daily if hall is used. Sheet in office to let him know if hall or toilets have been used. Cleaned every Monday morning also.</p> <p>YSSN to conduct own risk assessment prior to September start.</p> <p>No sports clubs to run at least until October half term, when RA of this topic be revisited and reviewed</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Village Hall to be used for indoor PE	<p>School to have sole use of village hall. Village Hall confirmed in email 19.8. After discussion in Summer holidays, Wheldrake Football Club will have access to toilets at village hall on Saturdays. The club will clean the toilets before and after use. See email confirmation 4.9.20.</p> <p>Caretaker to clean Village Hall every Monday and as used in week (sheet to record use in office, to be referred to each morning by caretaker to identify extra cleaning needed).</p> <p>2 members of staff at all times and 2 mobile phones to be taken in case of emergency. See staff protocol booklet p6.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Letter of 16.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers No parents at present use public transport to travel to school. RA will be adapted if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care Staff/pupil to take off face covering and place in own sealable plastic bag. Pupils/staff told not to touch front of face covering during use or when removing it. Pupils to store bag in cloakroom. Staff to store in own locker. See staff protocol booklet p1. Non disposable masks to be washed before repeat use in order to limit any potential spread of infection.			
Face coverings are required at all times on public transport for children, over the age of 11	Discussed with Thornes on 15.7, 25.8 and 2.9. Headteacher to continue to liaise with Thornes as guidance may change. Thornes to inform individual parents of decision in summer. Headteacher informed parents via FB/Twitter/website 3.9. Risk minimised through spaced out seating, driver wearing mask or behind screen, hand sanitiser to use on boarding and disembarking and buses cleaned more often. Children may wear a face covering if they wish. If so, they will bring a sealable plastic bag to put it in and leave it in cloakroom and bring a clean face covering for the journey home. See Thornes RA written following NYCC guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Caretaker to clean school every morning. Class teacher to clean surfaces in classroom. Headteacher to clean toilets and kitchen after break. MSA to clean tables before and after lunch and kitchen after lunch. When headteacher is teaching on an afternoon, MSA to clean toilets after lunch (Tues/Weds/Thurs). All cleaning done by anyone other than the caretaker to be recorded on checklist in rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Staff to wear disposable gloves and apron and use disposable cloths, binned and double bagged after use.</p> <p>Each staff member to clean own chair and table after use at lunch in hall as hall will be used by ASC. See staff protocol booklet p5.</p> <p>ASC to clean surfaces in hall before ASC, after ASC and before/after snack.</p> <p>Cleaning solution provided of correct standard, to be kept out of children's reach when not in use.</p> <p>Gloves, cloths and aprons provided and restocked as needed by admin team.</p> <p>All staff to inform admin team when stocks are low to enable reorder of supplies.</p>			
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	<p>To be discussed at INSET 7th Sept. See staff protocol booklet p 7.</p> <p>Checklist in each classroom, office, toilets and kitchen and staff/head/MSAs regularly cleaning.</p> <p>Staff are not to deep clean as per union advice, but are wiping table down and washing play items such as skipping ropes.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	<p>Caretaker to clean these every morning.</p> <p>Parents discouraged from buzzing buzzer (ring school instead if possible). To be informed in letter at start of term.</p> <p>Gloves to be worn by staff when opening main gate. See staff protocol booklet p8. Then gloves binned after one use, in lidded bin to be double bagged by caretaker/MSA each day.</p> <p>Staff to wash hands for at least 20 seconds on entry to school to minimise risk. Each staff member has a badge to open doors electronically, to reduce need to press door entry systems/handles.</p>	<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 June 2020. To be emptied at lunchtime by MSA and caretaker in morning. Bin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	bags are double sealed and left for 72 hours before being disposed of. See staff protocol booklet p7.			
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"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	<p>As in Summer term, each bubble to have own set of equipment to be placed in bowl of soapy water by member of staff on duty/MSA at beginning and end of break/lunch. Store equipment in Aldi bags, one per bubble. Keep bag in classroom to minimise cross contamination.</p> <p>Tree house and other wooden play equipment to be used on a rota basis, one outdoor play bubble per week (Willow and Rowan/Oak).</p> <p>Willow/Rowan to start using this in week 1. This will allow for a weekend of 'rest' in between bubbles.</p> <p>In KS1, equipment to be used on a rota system, e.g. Monday's equipment put away at end of day, Tuesday's equipment then used etc. This will allow for 'resting' especially of plastic items. Any other items to be washed with Milton and hung to dry in mesh laundry bags.</p> <p>Each child will choose a book (or 2 in KS1) to take home on a Monday and will return it to a box at gate every Friday, to 'rest' over weekend before cycle begins again. To be finalised on INSET days 7th/8th.9. See staff protocol booklet p5.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	<p>Each child has their own wallet of stationery items e.g pen, pencil, ruler, sharpener, coloured pencils. This stays in child's tray in KS2 and in KS1 will stay in a designated place in classroom where child can easily access it.</p> <p>Staff have own stationery too. Job share staff, admin team and PPA teacher (head) to be particularly</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	mindful of this. See staff protocol booklet p5			
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	<p>Chrome books and ipads will be named so they are not shared. Each child to have own mouse and headphones in their tray in KS2 to use with their own named chrome books.</p> <p>In KS1, shared resources are used on rota system as above, or washed (by teacher or TA) in mesh laundry bag with Milton after use and left outside to dry.</p> <p>In KS2 shared books and games are wiped by teacher or TA using anti-bac wipes of correct standard. See staff protocol booklet p5.</p>	<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 of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	No resources to be shared across bubbles. All activities to be planned ahead so that sharing is not needed, or items are left unused and out of reach for a weekend (72 hours if plastic). Especially ensure when at 'forest' clipboards are not shared between bubbles. Musical instruments and sports equipment also not to be shared across bubble See staff protocol booklet p5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	<p>Lunch box, named water bottle, coat, hat, scarf, gloves and wellies allowed in.</p> <p>Wellies to stay in school all year.</p> <p>No stationery to be brought in and no bags.</p> <p>No PE kits to be brought in. Children to wear PE kit all day on PE days.</p> <p>There will be no 'tuck shop' but children can bring in a healthy snack. Letters to parents 10.7 and 16.7.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	<p>Discussed at staff zoom 15.7. See minutes.</p> <p>Marking policy to be amended on INSET day.</p> <p>Job share staff to be especially mindful of this and ensure good hand hygiene when marking books.</p> <p>Self /whole class marking, audio/IT marking and verbal feedback to be</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>used where possible to minimise book touching by staff.</p> <p>See staff protocol booklet p5.</p>			
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	<p>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.</p> <p>Items should be cleaned routinely by staff member and wipes of correct standard. See staff protocol booklet 7.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After School Club	<p>At After School Club, children will sit one bubble per table, with a set of resources to share on that table. They will eat at that table and it will be cleaned before and after snack by ASC staff.</p> <p>ASC children will bring their own named water bottle prefilled. They will wash hands before and after food, before leaving for home and before the club starts. There will be a snack, but preparation by staff will be kept to a minimum and gloves/apron will be worn e.g. no individually cut up fruit on a platter – one piece of fruit each.</p> <p>ASC will use outdoors as much as possible and staff will stay 2m away from children where possible and 2m from each other. They will follow all other guidance for staff as they are both MSAs.</p> <p>ASC staff will clean surfaces in hall and kitchen before and after ASC. See staff protocol booklet p6.</p>			
Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)</p> <p>Parents informed in letter 16.7 and to be informed of change on return in September (new guidance on 7.8 states staying at home for at least 10</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




	days now, not 7 days in previous guidance). See staff protocol booklet p8. PHE flow chart on display in staff room and school office.			
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	<u>Clinically extremely vulnerable</u> Individual risk assessments are needed and guidance must be sought Not applicable at time of writing. Risk Assessment will be updated if required	<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	<u>Clinically-vulnerable people</u> Individual risk assessments are needed and guidance must be sought Not applicable at time of writing. Risk Assessment will be updated if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	Consider longer engagement of supply staff to minimise movement between sites Supply staff to be bought in from Work With York who have strict protocols in place (staff to stay at one school and 14 days left between schools). See their RA. Peri keyboard teacher and guitar teacher to read staff protocol booklet and sign to say have read it before Sept start of lessons. Peri staff will stay 2m away from children where possible and 2m from other staff.	<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 2 sets of PPE in school, supplied by CYC in June 20. Stored in office on 'old tuck shop shelf'. See staff protocol booklet p7/8.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				

<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 10 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 Letter to parents 16.7 and regular reminders from Sept See staff protocol booklet p8.</p> <p>PHE flow chart on display in staff room and school office.</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>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>Use staff room. Staff member present to ensure window is opened. See staff protocol booklet p8.</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>No spare toilet available in school.</p> <p>Headteacher or member of admin team (if headteacher is teaching or absent) will clean toilet if this occurs and record on checklist on toilet wall alongside regular cleaning details. See staff protocol booklet p8</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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)</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p> <p>Staff training on INSET day Sept 7/8th. See staff protocol booklet p8.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Follow usual procedures. Office to make the call. See staff protocol booklet p8</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close</p>	<p>See staff protocol booklet p8</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.				
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	See staff protocol booklet p9.	<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 Area to be thoroughly cleaned and ventilated following collection of unwell person. Staff member present to clean using standard cleaning product in all classrooms. See staff protocol booklet p8.	<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	Letter to parents 16.7 and reminder letter to be sent on 8.9. See staff protocol booklet p8/9. Staff to be reminded on INSET day 7/8 th Sept. Parents to telephone school by 8.30am to notify school if pupil is not attending (letter 16.7). PHE flowchart sent to parents 16.7.	<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	Letter to be sent to parents on 8.9. See staff protocol booklet p10. Staff to be reminded on INSET day 7/8 th Sept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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				
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)	Letter to be sent to parents on 8.9. See staff protocol booklet p8,9,10. Staff to be reminded on INSET day 7/8 th Sept.	<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	Letter to be sent to parents on 8.9. See staff protocol booklet p10. Staff to be reminded on INSET day 7/8 th Sept.	<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	Letter to parents 16.7 and reminder letter on 8.9. See staff protocol booklet p8 Staff to be reminded on INSET day 7/8 th Sept.	<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 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they	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 PHE Flow chart to be followed on staff room noticeboard. All staff to be shown it on INSET Day Sept 7 th /8 th and emailed to staff with RA. Letter to parents to be sent on 8.9. See staff protocol booklet p9.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days	Headteacher to telephone PHE and 07789650244/ education@york.gov.uk			
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 contact with that person when they were infectious	<p>Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person.</p> <p>PHE Flow chart to be followed on staff room noticeboard. All staff to be shown it on INSET Day Sept 7th/8th and emailed to staff with RA. Letter to parents to be sent on 8.9. See staff protocol booklet p10.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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>Temperature of pupils will not be routinely taken</p> <p>See staff protocol booklet p5. Staff to be reminded on INSET day 7/8th Sept</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff and families with children attending the school are required to follow the latest government guidance on travel.	<p>See staff protocol booklet p10.</p> <p>Parents to be informed by letter of most up to date guidance prior to children's return to school (8.9).</p>			
Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils</p> <p>Staff to be reminded on INSET day 7/8th sept. Posters up in toilets and classrooms to remind children. Letter to parents 16.7</p> <p>Children reminded on first day back and regularly by staff. See staff protocol booklet p4.</p> <p>Hands to be washed on entering building, after break and lunch, before</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	leave school and before/after eating (and before/at end of ASC). Parents to be reminded in letter 9.9 and reminded then also that they will need to moisturise hands regularly at home.			
Hands are washed with liquid soap & water for a minimum of 20 seconds	<p>Staff reminded on INSET day 7/8th sept. Posters up in toilets and classrooms to remind children and staff.</p> <p>Letter to parents 16.7. Children reminded on first day back and regularly by staff.</p> <p>See staff protocol booklet p4.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	<p>Sink and soap in each classroom and extra hand towel dispensers for pupils and staff purchased in June/July to allow for drying in classrooms/hall/kitchen.</p> <p>Hand dryers to remain out of action until further notice.</p>	<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. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	<p>Skin friendly skin cleaning wipes can be used as an alternative Alcohol based sanitiser in office to be used by adults only if soap/sink not available e.g. if emergency in hall or kitchen and sink cannot be reached. See staff protocol booklet p4.</p>	<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>NHS</p> <p>Staff reminded on, INSET day 7/8.9 Parent letter 16.7 and reminder to be sent 8.9. Posters up in toilets and classrooms to remind all. See staff protocol booklet p4.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Tissue box available in each classroom, office, kitchen, hall and head's room. Spare stock in staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


	toilet. To be reordered as needed by admin team. See staff protocol booklet p5.			
Bins (ideally lidded pedal bins) for tissues are available in each room	Each room in school now has lidded bin. To be emptied each morning by caretaker and each lunchtime by MSA. Contents to be double bagged. See staff protocol booklet p5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	No children with complex needs at time of writing. Risk Assessment will be updated as needed and at start of September to include any new children starting Naburn. Continence Policy drawn up 7.9 and PPE to be worn by staff when meeting needs of any children who need changing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	Face coverings not to be worn by pupils in school at all. See staff protocol booklet p1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Primary schools where social distancing is not possible such as indoor areas outside of classrooms, between members of staff or visitors (for example, in staffrooms) staff may wear face coverings (e.g. visors) at the discretion of the Head Teacher	https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education Staff may wear face coverings at times when they cannot be 2m apart due to small school e.g. in kitchen, at lunch in hall, in school office and during INSET days in village hall. Staff informed of this change on 4.9.20 and discussed further on INSET days 7.9 and 8.9 Staff protocol booklet p7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In such circumstances as face coverings are allowed to be worn in school they must be worn correctly	Staff/pupil to take off face covering and place in own resealable plastic bag. Pupils to store bag in cloakroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Staff to store in own locker. Non disposable masks must be washed before repeat use in order to limit any potential spread of infection. See staff protocol booklet p1.			
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Discussed at staff INSET on 7.9, see minutes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	See staff protocol booklet p1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced	See staff protocol booklet p1.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 vomiting, then eye protection should also be worn	safe working in education, childcare and children's social care 2 sets of PPE in school, supplied by CYC in June. Stored in office on 'old tuck shop shelf'. See staff protocol booklet p7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings	Headteacher to remind any 'bus' children of this on arrival on first day.	<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	Pupils to store bag in cloakroom. Wash hands in classroom sink if in Willow . If Oak or Rowan , wash hands in bathroom to minimise risk of touching classroom door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

coverings in a sealable plastic bag they can take home with them, and then wash their hands again before heading to their classroom				
Mail not to be touched	<p>Mail to be left at front gate by postman or put in mailbox.</p> <p>Admin team or headteacher to pick it up using gloves and open using gloves.</p> <p>Envelopes to be binned in lidded bin. Any unwrapped items to be left untouched and out of reach for 48 hours. See staff protocol booklet p6.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper accident book to continue to be temporarily replaced	Computer version created w/b 22.6 to minimise cross contamination. 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. See staff protocol booklet p6.	<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	<p>No visitors to be allowed on site unless prearranged.</p> <p>Visits arranged out of school hours where possible.</p> <p>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).</p> <p>Visitors to wear face masks if walking around building or meeting head/teacher and safe 2m distance cannot be maintained (e.g. on tour of building as corridors are small).</p> <p>Admin team to fill in visitors book so record can still be kept of routine maintenance. See staff protocol booklet p6.</p>	<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	Admin team to explain to contractors. See staff protocol booklet p6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where visits can happen outside of school hours, they are arranged as such	Visits arranged out of school hours where possible. Caretaker or head to be present. Ideally two people.	<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	DBS/ID to be checked as usual and all other usual precautions taken.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors	Visitors not to fill in book – admin team to fill in instead. See staff protocol booklet p6. Need to ensure record of contact with children and other adults that are within 2m and for more than 15mins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. See staff protocol booklet p2. Head discussed with caretaker on 1.6.20. At village hall , windows to be opened and closed by staff member using. See staff protocol booklet p6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	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. See staff protocol booklet p2. Head discussed with caretaker on 1.6.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	At village hall , windows to be opened and closed by staff member using. See staff protocol booklet p6.			
Keep toilet ventilation in operation as much as possible while building is occupied	Toilet windows to be opened and closed as above.	<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 open device fitted Internal doors to be opened. See staff protocol booklet p6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment				
Initial plans leading to writing of this document taken to FGB	BC	29.6	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Staff discussion of plans at Zoom staff meeting 15.7 and staff discussions on site during writing.	BC	w/b 6 th and 13 th July		
Parent information sent out in letters via ParentPay	BC/admin	10.7 and 17.7		
Staff sent a copy of this Risk Assessment via email, for further discussion.	BC	20.7, 25.8		
Staff protocol document sent to staff via email and will be given to staff on INSET day 7.9.20.	BC	20.7, 25.8, 7.9		
This Risk assessment shared with CYC	BC	20.7, 25.8, 6.9		
This Risk assessment shared with York unions	BC	20.7		
This Risk assessment shared with Governors	BC	20.7, 25.8, 6.9		
This Risk assessment posted on school website, with Facebook message to tell parents	BC	25.8, 7.9.		
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 booklet	B Christison	20.7.20 to be reviewed by 25.8.20 and on INSET day 7.9.20		
Enhanced cleaning risk assessment	Betterclean/ PStockhill	1.6.20 to be reviewed by 1.9.20		
Cleaning checklist	B Christison	7.9.20		

Premises and Buildings RA	B Christison/G East	29.5.20 to be reviewed by 7.9.20	
Kitchens and catering RA	Caterlink	29.5.20 to be reviewed by 7.9.20	
York School Sports Network RA	Kevin Davies	Awaiting receipt, to be in place by 8.9.20	
NYCC/Thornes school bus travel safety RA	NYCC/Thornes	Awaiting receipt, to be in place by 8.9.20	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		<div>High <input type="checkbox"/></div> <div>Med <input checked="" type="checkbox"/></div> <div>Low <input type="checkbox"/></div>	
Is such a risk level deemed to be as low as reasonably practical?		<div>Yes <input checked="" type="checkbox"/></div> <div>No <input type="checkbox"/></div>	
Is activity still acceptable with this level of risk?		<div>Yes <input checked="" type="checkbox"/></div> <div>No <input type="checkbox"/></div>	
If no, has this been escalated to senior leadership team?		<div>Yes <input type="checkbox"/></div> <div>No <input type="checkbox"/></div>	
Assessor(s):	Brenda Christison	<div>Signature(s):</div> 	
Position(s):	Headteacher		
Date:	20.7.20 1.8.20 25.8.20 6.9.20	Review Date:	1.8.20 after further staff, CYC, Union and Gov input 10.8.20 (25.8.20) if any further DfE guidance is published e.g. bus travel 7.9.20 11.9.20 18.9.20 Weekly thereafter
Distribution: Staff, Governors, CYC, York unions, Parents on school website			

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

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

POTENTIAL OUTCOME					
Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD