

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC				
Location	Naburn CE Primary School				
Date	23.10.20 update				
Key	<p>The changes are as follows; Purple comments are our school's response Yellow and Blue – These were on Version 7 Green – Version 8 taking into account government guidance dated 22nd October Pink – Version 8.1 to take into account the National Restrictions.</p>				
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 <u>must</u> 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 * Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors * 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	N/A
<p><i>Note: you <u>must</u> 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 = 13), Willow (Y3/4 = 15), Oak (Y5/6 = 20) 48 children in total.</p> <p>Classes are kept separate for outdoor break and lunch. Staff stay apart.</p> <p>Toilets are shared due to size of site (only one set of toilets for boys and one for girls). These are cleaned more</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>regularly than usual (3 times a day at least).</p> <p>Children arriving on school bus will sit apart (with face coverings on if parents wish) and will join their class on arrival (6 children across school).</p> <p>After School Club will be operating and children will sit at 3 separate tables in the school hall, according to bubbles.</p> <p>Staff will keep to their own bubble apart from: MSAs (two of whom also lead After School Club), Headteacher (who teaches PPA across whole school) Peri music teacher (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).</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>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p> <p>Record to be kept by admin team on Integris. Timetable for week on display in staffroom.</p> <p>New way of reporting accidents (email parents, record on server in admin rather than paper copies of accident slip sent home) 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	<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

isolate should someone in the group become ill with coronavirus (COVID-19).	Each bubble is a class, so 3 bubbles (Rowan, Willow and Oak).			
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	When it is outdoor playtime(15 mins) and lunch (30 mins), Rowan and Willow will be outside at the same time but kept to a separate part of the playground, divided by a wooden wall and hedge. Equipment will not be shared between bubbles and staff will stay 2m apart. See staff protocol booklet p5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	<p>Three bubbles will operate separately, with a classroom each.</p> <p>No use of school hall except for After School Club and for small group intervention work with a TA or teacher, where children will be taught at their own labelled 'bubble' table and the tables and chairs will be wiped after use.</p> <p>No sharing of village hall space by more than one class at a time.</p> <p>Older children reminded of need to safely distance.</p> <p>Posters up around school to remind.</p> <p>Rowan and Oak will continue their 'buddy' system but outside at 'future forest' on a Friday as they walk there, to keep the children safe on the road, but once at the forest, they will work in two separate bubbles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction and the 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, staff and small group work. Surfaces and chairs in this room will be cleaned after any interventions by the TA/teacher leading the group, 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. Any children using it for group work and all children at ASC to sit at the named bubble table.</p> <p>One session per week on a Friday Oak Class and Rowan will walk to forest together (5-10 minutes).</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	Large classroom and outside area also available so children have lots of room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

not to distance within their group	Children will be discouraged from close contact. Assembly led by headteacher to explain and teachers remind children regularly. Posters up to remind. Children reminded again in assembly 17.9.			
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 6 children to and from school each day.</p> <p>Peri music teacher (keyboard) will teach individual children or small groups socially distanced. School keyboard will be wiped between each use. If a child needs to bring their music in to school they will leave it in a safe place in the school hall, where only they will touch it. See staff protocol booklet p6</p> <p>Specialist teaching No specialist teaching at present except PE. It does not involve bubbles mixing. All bubbles are taught separately. When other specialist teaching is organised for the future (music and cooking), 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 on separate tables at After School Club, apart from when outside.	<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	<p>Headteacher will work in all three bubbles in order to facilitate PPA.</p> <p>PE Specialist, Mr Davies will also work across all three bubbles.</p> <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 (and will wear a face covering in all communal areas and corridors and when working with small groups). Resources and chairs will not be shared. Hands to be washed before entry to new classroom and on leaving.</p> <p>See Inadequate Personal Protection section of this RA</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep	Headteacher and KS2 TA will keep distance from pupils as much as possible, standing at front of class and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	will stay 2m away other staff at lunch time or breaks, with a face covering in communal areas and corridors. TA leaves before lunchtime.			
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 they will not work in the office together. When they do need to communicate they will wear face coverings to further minimise risk of transmission. They will clean office equipment regularly and will not share equipment.</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 will wear a face covering when using the kitchen as it is very small and when walking around school.</p> <p>KS2 staff will stand at front of class and ensure 2m distance between them and first row of desks. Visors may be worn for small group work.</p> <p>KS1 staff will, where possible, stay 2m from children. Visors to be worn for small group work. See staff protocol booklet p6.</p> <p>Caterlink Staff will wear a face covering in kitchen and communal areas and when walking through school and will stay 2m away from other adults and children</p>	☒	☐	☐
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	<p>- 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</p> <p>Staff meetings, performance management and inset days via zoom or upstairs classroom spaced 2m apart. Face coverings may be worn.</p>	☒	☐	☐

	<p>Contact time between head and staff reduced. Face coverings to be worn for all conversations. A small supply of face coverings is kept in the school office, should a member of staff forget.</p> <p>No staff to come into head's office as it is too small. Use staff room/office area with doors open instead or classroom.</p> <p>Governors meetings and parent meetings/parent consultations to still take place via zoom or telephone.</p> <p>At lunch staff to sit 2m apart. See staff protocol booklet p5.</p>			
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</p> <p>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> <p>In KS1 desks spread out and children have carpet spots to sit on. Circular tables but children to be spread out, no more than 3 on a table. See staff protocol booklet p4.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	<p>Desks rearranged in KS2 in rows.</p> <p>In KS1 children will be spread out as far as is possible. No more than 3 children at a circular table.</p> <p>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.</p>	<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	<p>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</p> <p>Further discussed on Inset Day 7th Sept. Various methods being trialled by teachers, leading to an update to be taken to Teaching and Learning Committee on 10th November.</p>	<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"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place No children with healthcare plans at school at present	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Excess furniture taken to village hall for storage.	<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	Whole School Collective Worship on Weds and Thurs by Zoom with children staying in their classrooms. Other Collective Worship take place in class, led by teacher. See staff protocol document p4	<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	Staggered start and finish times should not reduce the amount of overall teaching time All children to arrive between 8.45 and 9am via main school gate, with only one adult per family. Each class to use separate entrance. Letter to parents 16 th July. From 14.9, Oak Class to leave by KS1 door to allow for a more straightforward line. End of day as follows: Rowan 3.05pm (changed from 2pm from 21.9). Willow 3.10pm, Oak 3.15pm. 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. Staff to keep younger sibling at end of line/in class to go home with eldest sibling (even if a parent is early) so parents don't have to wait.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	<p>See staff protocol booklet p2/3. Reviewed at end of first week back, at staff meeting on 16.9, at end of second week and regularly thereafter. New Rowan timing of 3.05 brought in from 21.9. Parents informed by letter 18.9 Parents asked to wear face coverings letter 29.9</p>			
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. Reminded in letter 16.7 and 7.9</p> <p>Headteacher or member of staff at gate to wear face covering from 29.9.</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 contact (for example, which entrance to use)	<p>In parent letters of 10.7 and 16.7 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. Reviewed at end of first and at end of second week. Rowan class time changed from 21.9. Parents informed by letter 17.9.</p>	<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)	<p>In parent letter of 16.7 and 7.9.</p> <p>All appointments to be conducted by zoom/telephone to minimise adults in building. Until further notice.</p> <p>New starter tours of only one family at a time to be conducted by headteacher out of school hours, with parent(s) and headteacher wearing face coverings and social distancing/hand sanitising. Details to be taken of visitors for Track and Trace.</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, Willow through their classroom door and Oak through front door to reduce opportunity to come into contact with other children. Use KS1 door at home time to avoid contact with ASC 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 share a breaktime and a lunchtime but play in separate sections of playground, separated by wooden fence and hedge.</p> <p>If wet, all bubbles stay in own classroom.</p> <p>Rowan to exit and enter through KS1 door,</p> <p>Willow through their classroom door and</p> <p>Oak through KS1 door at lunch to minimise contact with staff in school hall.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rowan and Willow	10.30am – 10.45am					
Oak	10.55am- 11.10am					
Lunch breaks are staggered			<p>Tables in classrooms to be cleaned before and after lunch by MSA.</p> <p>Oak Class to exit and enter through KS1 door at lunch to minimise contact with staff in school hall.</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 in separate sections of playground				
Oak	Play out	eat lunch in own class-room				
Flight tray meals are used instead of usual arrangements in school hall			<p>Children to eat in own classrooms.</p> <p>Flight trays/hot meals to be brought into building by Caterlink member of staff, wearing gloves and face covering. Hot meals began 2.11, in flight tray, only transported through school by MSA of member of Caterlink staff, wearing face covering.</p> <p>MSA for Rowan and Willow to collect trays at start of lunch, wearing gloves or after hand washing, and take to correct classroom, wearing face covering in all communal areas/corridors. Member of Caterlink staff to take Oak trays upstairs at 12.40pm ready for children to collect when they come in after play. See staff protocol booklet p5. Each MSA</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	<p>has own named pack of anti-bac wipes stored in school hall.</p> <p>Children who are having own pack up bring it in a container and have been told it needs to be washed each night after school (parent letter 10.7 and 7.9)</p>			
<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other</p>	<p>The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day. Staff have 1 hour lunchtime and 15 minutes breaktime.</p> <p>Staff room out of use as too small.</p> <p>Staff to eat lunch in school hall 2m apart (tables are spaced out and labelled to ensure this). Windows open. Keep to own table and chair and bring own cutlery and crockery. Face coverings to be worn when moving around school.</p> <p>Only one member of staff in kitchen at one time as room is smaller than 2m.</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>Headteacher, caretaker, admin team and ASC staff to clean kitchen and hall regularly (caretaker every morning, headteacher or admin team after break and 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"/>
<p>Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times</p>	<p>Virtual staff meetings could take place where staff stay in their classrooms and join the meeting</p> <p>Staff meetings, performance management and inset days via zoom or upstairs classroom spaced 2m apart, with windows open. Face coverings may be worn.</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, especially in between bubble use and with windows open.</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 conducted own risk assessment prior to September start In COVID file in headteacher's office.</p> <p>No Extra Curricular Clubs until further notice</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"/>
School can resume non-overnight domestic educational visits	Domestic (UK) overnight and overseas educational visits are prohibited	<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	Letter of 16.7. To be reminded in Walk to School Week 5.10.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

to their education setting where possible				
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. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 informed individual parents of decision in summer. Headteacher informed parents vis 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/admin team to clean toilets, kitchen and school hall after break and lunch. MSA to clean classroom tables before and after lunch. All cleaning done by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

guidance for cleaning non-healthcare settings	<p>anyone other than the caretaker to be recorded on checklist in rooms.</p> <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>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). Sign placed on buzzer 14.9. Gloves to be worn by staff when opening main gate, or wash hands before and after. 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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	systems/handles. Staff to use own pen to sign in with to reduce cross contamination.			
Bins for tissues and other rubbish are emptied throughout the day	New lidded bins purchased June 2020. Emptied at lunchtime by MSA and caretaker in morning. Bin bags are double sealed and left for 72 hours before being disposed of. See staff protocol booklet p7.	<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	Stock 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	As in Summer term, each bubble has own set of equipment stored in own bag. Keep bag in classroom to minimise cross contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	This would also apply to resources used inside and outside by wraparound care providers Tree house and other wooden play equipment to be used on a rota basis, one bubble per week. This will allow for a weekend of 'rest' in between bubbles. ASC has its own set of outdoor play equipment.	<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	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. Staff have own stationery too. Job share staff, admin team and PPA teacher (head) to be particularly mindful of this. Staff to use own pen to sign in and out of school. See staff protocol booklet p5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with	Chrome books and ipads are named so they are not shared. Each child has their own mouse and headphones in KS2 to use with their own named chrome books.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

all frequently touched surfaces	<p>In KS1, shared resources are used on rota system, or washed (by teacher or TA) in mesh laundry bag with Milton after use and left outside to dry.</p> <p>Each child will choose books as they wish and will return it to a box at gate every Friday, to 'rest' over weekend before cycle begins again. Quarantine box in each class also, for books used in class. Finalised on INSET days 7th/8th.9. Parents reminded in letter 17.9. and 23.10. See staff protocol booklet p5.</p> <p>Rowan class began using plastic wallets for book bags from 19.10, allowing cleaning of bag and time to quarantine between use.</p> <p>In KS2 shared books and games are wiped by teacher or TA using anti-bac wipes of correct standard or left to rest between use.</p> <p>See staff protocol booklet p5.</p>			
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	<p>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, or left unused and out of reach for 72 hours. See staff protocol booklet p5.</p>	<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. No bags or rucksacks. Children reminded verbally on arrival in first week and parents reminded verbally (letter 7.9, 17.7 and 7.9).</p> <p>Wellies to stay in school until half term then taken home to allow for a deep clean of cloakrooms.</p> <p>No stationery to be brought in and no bags. If a piece of stationery is brought in (e.g. if a child has been isolating and has work to hand in) it will be quarantined for 24hours in school hall. KS2 TA to monitor this and return work to correct classrooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>No PE kits to be brought in. Children to wear PE kit all day on PE days.</p> <p>There is no 'tuck shop' but children can bring in a healthy snack. Letters to parents 10.7, 16.7 and 11.9.</p> <p>KS1 children have usual fruit/veg from Fruit/veg scheme. To be delivered and left to 'rest' according to instructions, with a clear date label written by admin team.</p>			
<p>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>	<p>Discussed at staff zoom 15.7. See minutes.</p> <p>Marking policy discussed on INSET day and amended in first half term.</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 used where possible to minimise book touching by staff.</p> <p>See staff protocol booklet p5.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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>	<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"/>
<p>After School Club Where it is not possible or is impractical to group children in the same bubbles during the school day for example, if one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where children from multiple schools are attending provision. If schools or external providers need to do this, they should seek to</p>	<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 use their own named water bottle. 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 shared platter – one piece of fruit each.</p>			

keep children in small, consistent groups with the same children each time, as far as this is possible.	<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. Children will be kept in separate bubbles when inside but if only a small number of children at ASC they will play together outside as it is the same children using this facility regularly.</p> <p>ASC staff will clean surfaces in hall and kitchen before and after ASC. See staff protocol booklet p6.</p>			
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 informed of change on 7.9 (new guidance on 7.8 states staying at home for at least 10 days now, not 7 days in previous guidance). Guidance poster sent to parents 17.9. See staff protocol booklet p8. PHE flow chart on display in staff room and school office.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required	School absences recorded as per CYC guidance. Weekly sheet added to COVID file in Headteacher's office every Friday for reference as needed and over weekend if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place.	Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schools will need to make appropriate arrangements to enable them to continue their education at home.				
Staff who are Clinically Extremely Vulnerable MUST NOT attend the workplace during the period of national restrictions	Individuals in this group have been identified through a letter from the NHS or their GP. Staff should be supported to be able to continue working from their home where possible <u>Clinically Extremely Vulnerable</u> Not applicable at time of writing. Risk Assessment will be updated if required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.	See Section 9 of <u>New-national-restrictions-from-5-november</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are in the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. (The only exception to this may be in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals)	Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review Individual Risk assessment written 6.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace	An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review Not applicable at time of writing. Risk Assessment will be updated if required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>RCOG Q&A -covid-19-virus-infection-and-pregnancy</p> <p>Not applicable at time of writing. Risk Assessment will be updated if required</p>			
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p>	<p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year</p> <p>Supply staff to be bought in from Work With York who have strict protocols in place. See their RA.</p> <p>Peri keyboard teacher read staff protocol booklet before Sept start of lessons. Peri staff will stay 2m away from children where possible and sit side by side in well ventilated school hall and will keep 2m from other staff. She will wear face covering when walking through school and in communal areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p>Any such staff entering school site to wear face covering in communal areas and when walking through school, and to stay 2m from other staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Volunteers may be used to support the work of the school, as would usually be the case</p>	<p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible</p> <p>No visitors into school setting during lockdown.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input checked="" 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</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</p> <p>Letter to parents 16.7 and 7.9.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




<p>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>See staff protocol booklet p8.</p> <p>PHE flow chart on display in staff room, school office and head's office. Newest version displayed if changes are made by PHE.</p>			
<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 member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> the symptomatic person subsequently tests positive 	<p>See staff protocol booklet p8</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) 				
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. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed Letter to parents 16.7 and reminder letter sent on 8.9. Guidance poster sent 17.9. 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 and 7.9). PHE flowchart sent to parents 16.7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

or carers if using a home testing kit				
School has received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out	Received Autumn 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to 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	Letter sent to parents on 7.9. See staff protocol booklet p10. Staff reminded on INSET day 7/8 th Sept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Letter sent to parents on 7.9. See staff protocol booklet p8,9,10. Staff reminded on INSET day 7/8 th Sept. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms	<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 sent to parents on 7.9. See staff protocol booklet p10. Staff reminded on INSET day 7/8 th Sept. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact</p>	<p>Letter to parents 16.7 and reminder letter on 7.9. See staff protocol booklet p8 Staff reminded on INSET day 7/8th Sept. Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms 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 should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days</p>	<p>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 DfE on 08000468687. The Public Health 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</p> <p>PHE Flow chart to be followed on staff room noticeboard. All staff signposted to it on INSET Day Sept 7th/8th and emailed to staff with RA. Letter to parents sent 7.9. See staff protocol booklet p9.</p> <p>Headteacher to telephone DfE on 08000468687 and contact CYC at education@york.gov.uk</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close 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 signposted to this on INSET Day Sept 7th/8th and emailed to staff with RA. Letter to parents sent 7.9. See staff protocol booklet p10.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health England has good evidence 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 informed by letter of most up to date guidance prior to children's return to school (7.9).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 reminded on INSET day 7/8th sept. Posters up in toilets and classrooms to remind children. Letter to parents 16.7 and 7.9</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 leave school and before/after eating (and before/at end of ASC). Parents reminded in letter 7.9 and reminded</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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 and 7.9 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 sent 7.9. 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 checked="" 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 In schools that are in areas where the COVID Alert Level is high or very high, or during periods of National Restrictions, adults (staff, visitors and contractors) in Primary Schools DO wear face coverings in areas outside of the classroom at the discretion of the Head Teacher	https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education Staff, essential visitors and contractors to wear face coverings when moving around school and when in small spaces such as office and kitchen. Staff informed of this change from 29.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

In the event of new local restrictions being agreed, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances	All parents, staff and children to be informed by headteacher if this is needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 could inhibit learning	Visors to be worn for small group work	<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	<p>Staff/pupil to take off face covering and place in own resealable plastic bag.</p> <p>Pupils to store bag in cloakroom.</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	<p>There is a small supply of face coverings in the school office, incase of need, on 'old tuck shop shelf'.</p> <p>See staff protocol booklet p7.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p>safe working in education, childcare and children's social care</p> <p>2 sets of PPE in school, supplied by CYC in June. Stored in office on 'old tuck shop shelf'.</p> <p>See staff protocol booklet p7.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances</p>	<p>Pupils are instructed not to touch the front of their face covering during use or when removing face coverings</p> <p>Headteacher reminded any 'bus' children of this on arrival on first day.</p> <p>Pupils who arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a sealable plastic bag they can take home with them, and then wash their hands again before heading to their classroom</p> <p>Pupils to store bag in cloakroom. Wash hands in classroom sink if in Willow.</p> <p>If Oak or Rowan, wash hands in bathroom to minimise risk of touching classroom door.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Mail not to be touched</p>	<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. ASC to continue with paper version but wash hands well before and after writing and giving to parent. See staff protocol booklet p6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visits to the school are restricted to those that are absolutely necessary	No visitors to be allowed on site apart from absolutely necessary e.g. nurse for flu vaccine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent and carer visits are suspended for: <ul style="list-style-type: none"> new admissions, settling-in children new to the setting attending organised performances 	New starter tours conducted via Zoom. No performances.	<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	<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 as safe 2m distance cannot be maintained (e.g. on tour of building as corridors are small). Headteacher to wear visor when conducting tours.</p> <p>Admin team to fill in visitors book so record can still be kept of routine maintenance and for track and trace. See staff protocol booklet p6.</p> <p>Visitors to be guided through protocols by admin team or head on arrival at school</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"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Visitors not to fill in book – admin team to fill in instead. See staff protocol booklet p6. Details to be taken for purpose of Track and Trace. 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"/>
Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: <ul style="list-style-type: none"> work or search for work undertake training or education 	See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020 After School Club to continue to run, Monday to Friday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All other out of school activities, including lettings, not being primarily used by parents for the above purposes, should close for face-to-face provision for the duration of the national restrictions	No clubs at all. Planned Rounders Club for Oak Class cancelled. Parents informed by email 5.11. Headteacher explained reasons to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance)	<p>See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020</p> <p>Staff to wear face covering when moving around building or when in small areas like kitchen.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	<p>This can be achieved by a variety of measures including:</p> <p>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <p>Caretaker to open classroom and hall windows each morning.</p> <p>Staff to close them at end of day.</p> <p>Head (or designated last person in if head is absent) to check windows are closed prior to leaving.</p> <p>See staff protocol booklet p2. Head discussed with caretaker on 1.6.20</p> <p>At village hall, windows to be opened and closed by staff member using. See staff protocol booklet p6.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Toilet windows to be opened and closed as above, with ventilation system in use also	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	Parents informed by letter 23.10 and advised that children may need extra layers. Reminded on newsletter 2.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

possible, systems are operated as normal	during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. Circulation system in children's toilets to be used as normal, with windows open also			
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation assist with creating a throughput of air	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"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) windows open a small amount in cold weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	Due to nature of building, all windows are high. In Rowan, open top section of windows.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Windows are in sets of three. Open two outside ones in each set	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing	Parents informed by letter 23.10 and advised that children may need extra layers. Reminded on newsletter 2.11. Staff informed 1.11. To be monitored as weather changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	All desks are away from doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Heating on timer as usual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Desk fans to be purchased if deemed necessary. To be kept under review. To be pointed away from people and pointed at walls etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk To be purchased if necessary. To be kept under review.	<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		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Initial plans leading to writing of this document taken to FGB	BC	29.6			
Staff discussion of plans at Zoom staff meeting 15.7 and staff discussions on site during writing and ongoing discussions regularly once site in use.	BC	w/b 6 th and 13 th July. Updates 14.9, 21.9, 1.11, 6.11 and as above details			
Parent information sent out in letters via ParentPay	BC/admin	10.7, 17.7, 7.9, 17.9, 23.10, 5.11 and as above details			
Staff sent a copy of this Risk Assessment via email, for further discussion.	BC	20.7, 25.8, 14.9, 21.9, 23.10, 6.11			
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, 14.9, 23.10, 6.11			
This Risk assessment shared with CYC	BC	20.7, 25.8, 6.9, 14.9, 21.9, 23.10, 6.11			
This Risk assessment shared with York unions	BC	20.7			
This Risk assessment shared with Governors. Further discussed at FGB 24.9 and TLC 10.11	BC	20.7, 25.8, 6.9, 14.9, 21.9			
This Risk assessment posted on school website, with Facebook message to tell parents	BC	25.8, 7.9, 14.9, 21.9, 23.10, 6.11			
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 so far as is reasonably practicable		Name		Date	
Staff protocol booklet		B Christison		20.7.20, reviewed 25.8.20 and on INSET day 7.9.20 and 14.9	
Enhanced cleaning risk assessment		Betterclean/ PStockhill		1.6.20 reviewed 1.9.20	
Cleaning checklists		B Christison		7.9.20 and daily	
Premises and Buildings RA		B Christison/G East		29.5.20 reviewed 7.9.20	
Kitchens and catering RA		Caterlink		Received 6.9.20	
York School Sports Network RA		Kevin Davies		Received 14.9.20	
NYCC/Thornes school bus travel safety RA		NYCC/Thornes		Verbally discussed August 2020. Received 28.9.20	

State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		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			
Date:	20.7.20 1.8.20 25.8.20 6.9.20 14.9.20 21.9.20 29.9.20 16.10.20 23.10.20 6.11.20	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 25.9.20 Weekly thereafter and/or as guidance changes	
Distribution: Staff, Governors, CYC, York unions, Parents on school website				

