

Activity/ Situation	<b>OPENING OF SCHOOL DURING NATIONAL LOCKDOWN</b>			
Location	Naburn CE Primary School			
Key	Purple comments are our school's response Updates in relation to new guidance			
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)	<ul style="list-style-type: none"> <li>* Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>* Social Distancing Measures Not Followed During Travel to and from School</li> <li>* Inadequate Cleaning/Sanitising</li> <li>* Shared Resources</li> <li>* Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>* Site User Becoming Unwell</li> <li>* Site User Developing Symptoms</li> <li>* Inadequate Hand Washing/Personal Hygiene</li> <li>* Inadequate Personal Protection &amp; PPE</li> <li>* Visitors, Contractors &amp; Spread of Coronavirus</li> <li>* Inadequate Ventilation</li> <li>* Arrangements for Boarding Schools During Pandemic</li> </ul>			
CONTROL MEASURES	ADDITIONAL INFORMATION		YES	NO
<i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i>				
In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics				
<b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>				
It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this	In such cases, there are two options to consider: • a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home • sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video)  Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site. Headteacher on site at all times. In the unlikely event that she is not on		<input checked="" type="checkbox"/>	<input type="checkbox"/>

	site, she can be contacted at all times via mobile telephone.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Visits must not take place at this time	All educational visits on hold until further notice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During the period of national lockdown, primary, secondary, alternative provision and special schools will remain open to vulnerable children and young people and the children of critical workers only (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate)	All other pupils should receive remote education Naburn CE Primary is open for children of keyworkers and for vulnerable children. Parents informed in letter 4.1.21 and individual parents contacted by telephone and email to clarify home situations w/b 4.1. All other children receiving remote learning provision as per Home Learning guidance sent to parents 5.11.21. This document will be adapted as required and after feedback from parents. Staff meeting to discuss provision and any necessary changes 13.1.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Every school will have a different number of children of critical workers who need to attend. There is no limit to numbers of these pupils who may attend and school does not limit attendance of these groups	No limit placed on numbers, but risk assessment made in terms of size of room. Letter from CYC sent to parents 13.1. stating that if a child can be safe at home then they should be at home not in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where school has had to temporarily stop on-site provision on public health advice, the local authority has been informed to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so	Not applicable at time of writing, but situation to be monitored and headteacher to inform CYC if advised by PHE to close.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	Details;- One group of children in school with limited number of staff to reduce risk of transmission. All other staff working remotely to support remote learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school keeps a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups	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 A daily register of who is in each day is kept by the admin team and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	stored in the COVID file in headteacher's office also. To be taken home each weekend by headteacher and stored securely in case of an outbreak and the need for Track and Trace.			
Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small	Letter to parents 4.1 regarding school opening reminded parents of stay at home message. Reminded in letter 8.11 and on newsletter 11.1. New letter from CYC circulated on 13.1.	<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	1 group only. Children sit at least 1m apart and 2m from teacher. Children reminded by headteacher on first day in school (5.1) and frequently in class	<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	1 group only. Only use <b>Oak</b> classroom and school hall. Zoom sessions to take place in Rowan/Willow room but children have own seat in these rooms and sit at least 1m apart.	<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	Only one KS1 child in school at time of writing. Child reminded to keep distance like the KS2 children.	<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 <b>wraparound care transport etc.</b>	No wraparound care needed at time of writing and no children using school bus. RA will be adapted as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	1 group only. Siblings sit together at same table to allow more distance between other children.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	1 group only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	The use of face coverings in indoor areas outside the classroom may be needed because the school is in an area on the COVID Alert Level: high or very high or at the head teacher's discretion (see Inadequate Personal Protection section of this RA) Staff do not need to move between classes but when moving around the building they 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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Where possible adults maintain a 2 metre distance from each other, and from children</p>	<p><b>Staff</b> will stay 2m apart where possible (and will wear a face covering in all communal areas and corridors).</p> <p><b>Office staff</b> cannot sit 2m apart as desks cannot be moved, but they will not work in the office together.</p> <p><b>SBM and Bursar</b> will work remotely When they do need to communicate (only once a week on a Wednesday) they will wear face coverings to further minimise risk of transmission and they will keep the face to face meeting to less than 15 minutes. They will clean office equipment regularly and will not share equipment.</p> <p><b>Staff</b> will stay at front of class and ensure 2m distance between them and first row of desks.</p> <p><b>MSA</b> will stay 2m away from children, in Willow Classroom.</p> <p>If a staff member is in school during lunchtime they will stay in the classroom to eat. One person at a time will use the kitchen as it is very small.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Adults avoid close face to face contact and limit time spent within 1 metre of anyone</p>	<p>- direct close contacts - face to face contact with an infected individual for <b>any length of time</b>, 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 either as a one-off contact or added up together over one day) with an infected individual</p> <p><a href="#"><u>Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</u></a></p> <p>See above box</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	It is accepted that distancing may not be possible in primary schools All children reminded of need to safely distance on day one and regularly. Posters up around school to remind.	<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 in rows in <b>KS2</b> , facing forwards, as spaced out as is possible.	<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 p4. Further discussed on Inset Day 7 <sup>th</sup> Sept. Various methods being trialled by teachers, leading to an update to be taken to Teaching and Learning Committee 9.2.21	<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	No pupils on site as time of writing. RA to be reviewed as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. <a href="#">Our guidance on supporting pupils at school with medical conditions</a> remains in place  No pupils on site as time of writing. Children supported at home through remote learning and weekly check-ins by headteacher. RA to be reviewed as necessary.	<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	Only one group of children in school so no large gatherings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	One group of children using one classroom only (Oak room) and Willow classroom for lunch. Movement around building restricted to this and to using toilets/playground. Small number of children using Willow/Rowan rooms for Zoom. Posters up to remind children to walk and keep apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish	Staggered start and finish times should not reduce the amount of overall teaching time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

times to keep groups apart as they arrive and leave school	No need to stagger start and end at time of writing as only one group of children. RA to be reviewed as needed.			
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	<a href="#">CYPS Bulletin</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt No parents admitted into school building at present. When they are at school gate they wear a face covering and keep distance. Parents asked to wear face coverings letter 29.9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time.	This will reduce the amount of people assembling in and around the school grounds and will help with social distancing Not applicable at time of writing as only one group of children in school. RA to be reviewed as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	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). Verbal reminders given as needed. On newsletter 10.1 parents reminded to keep distance	<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, only one adult per family should enter school grounds to drop off or collect)	In letter of 5.1.21. Only one school gate. Parents line up at allotted time, socially distanced and children sent out in that order, called by head or class teacher.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	In parent letter of 16.7 and 7.9 and reminded verbally as needed.  All appointments to be conducted by zoom/telephone to minimise adults in building. Until further notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	<b>Children enter and exit</b> through front door of school. Door opened by member of staff first with clean hands and then propped open briefly. Staff member to wash hands afterwards also.	<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	Only one group of children at time of writing. RA to be reviewed as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Only one group of children at time of writing. RA to be reviewed as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other	<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 <b>Staff room</b> out of use as too small.</p> <p><b>Only one member of teaching staff in school</b>, to eat lunch in Oak classroom. <b>Headteacher</b> to eat in her office. <b>Admin assistant</b> to eat in her office. See Staff Protocol booklet p4</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 and admin team staff to clean kitchen, (caretaker daily, headteacher or admin team after break and after lunch) and to complete checklist on kitchen wall.</p> <p>Antibacterial wipes are available in kitchen for staff to wipe down areas after own use. See staff protocol booklet 4</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Virtual staff meetings could take place where staff stay in their classrooms and join the meeting. <b>Staff meetings, performance management and inset days via zoom.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from	No Extra-Curricular sports club at present. RA to be reassessed as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

the same bubble they are in during the school day				
Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day, schools and external providers group children with others from outside their school day bubble (or from a different school, where children from multiple schools are attending provision) keep children in small, consistent groups with the same children each time	No Extra-Curricular sports club at present. RA to be reassessed as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, to advise on the protective measures providers should put in place for the duration of the national lockdown to ensure they are operating as safely as possible	<u>Protective measures for holiday or after school clubs and other out of school settings for children during the covid-19-outbreak</u> No Extra-Curricular sports club or ASC at present. RA to be reassessed as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children	Village Hall not in use by Wheldrake Football Club until further notice. Confirmed by email 12.1.21	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Letter of 16.7. Reminded in Walk to School Week 5.10.	<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	<u>Safer travel guidance for passengers</u> No parents or children at present use public transport to travel to school. RA will be adapted if needed.  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. Staff to store it	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<p>safely when not wearing it, away from children. See staff protocol booklet p1.</p> <p>Non disposable masks to be washed before repeat use in order to limit any potential spread of infection. See staff protocol booklet p1.</p> <p>No children at time of writing using school bus. If needed, RA will be adapted and Thornes contacted to reinstate all h and s precautions as last RA on 17.12.20.</p>			
<b>Inadequate Cleaning/Sanitising</b>				
<p>A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place</p>	<p><b>Caretaker</b> to clean school daily.</p> <p><b>Member of staff in Oak</b> to clean surfaces in classroom. Headteacher/admin team to clean toilets, kitchen and school hall after break and lunch. MSA to clean hall tables before and after lunch. All cleaning done by anyone other than the caretaker to be recorded on checklist in rooms.</p> <p><b>Staff</b> to wear disposable gloves and apron and use disposable cloths, binned and double bagged after use.</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 kept in staff room. 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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>	<p>Discussed at INSET 7<sup>th</sup> Sept and on return 5.1. See staff protocol booklet p 5 and 6.</p> <p>Checklist in Oak classroom, office, toilets and kitchen and staff/head/MSAs regularly cleaning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Staff are not to deep clean as per union advice, but are wiping table down.			
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	<p><b>Caretaker</b> to clean these every morning.</p> <p><b>Parents</b> discouraged from buzzing buzzer (ring school instead if possible). Sign placed on buzzer 10.9.</p> <p>Gloves to be worn by staff when opening main gate, or wash hands before and after. Then gloves binned after one use, in lidded bin to be double bagged by caretaker each day.</p> <p><b>Staff</b> 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. Staff to use own pen to sign in with to reduce cross contamination.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	<p>New lidded bins purchased June 2020. Emptied by caretaker each morning. Bin bags are double sealed and left for 72 hours before being disposed of.</p> <p>See staff protocol booklet p5.</p>	<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	One group of children only. They have access to play equipment stored in wooden shed on playground.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	<p>This would also apply to resources used inside and outside by wraparound care providers</p> <p>No shared equipment at time of writing as only one group in school. RA will be revisited as needed should more groups be used.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Shared Resources</b>				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and	<p><b>Each child</b> has their own wallet of stationery items e.g pen, pencil, ruler, sharpener, coloured pencils.</p> <p>This stays on the child's desk. If it is</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

pupils have their own items that are not shared	<p>taken home, it is sanitised on re-entry to school.</p> <p><b>Staff</b> 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</p>			
Classroom based resources, such as books and games, can be used and shared within the <b>group</b> ; these are cleaned regularly, along with all frequently touched surfaces	<p>Chrome books and ipads are named so they are not shared. Each child in school has their own mouse and headphones to use with their own named chrome books.</p> <p><b>Each child</b> offered a chance to change reading books and this will be done at a safe distance at the school gate and the books quarantined afterwards. Message on Seesaw 11.1 and regularly e.g. when White Rose Maths Books collected</p> <p>Other children to be offered opportunity to change books w/b 25.1.21. Email to sent to parents 22.1</p> <p>See staff protocol booklet p5.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between <b>groups</b> , 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 <b>groups</b>	<p>Only one group in school at time of writing. RA will be revisited as needed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. <b>No bags or rucksacks. Children reminded verbally on arrival in first week and parents reminded verbally (letter 7.9, 17.7 and 7.9).</b></p> <p><b>Wellies</b> to stay in school until half term then taken home to allow for a deep clean of cloakrooms. Keyworker parents advised in letter 8.1.21</p> <p><b>No stationery</b> to be brought in and no bags. Learning packs may travel</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>between school and home if a child has a part time place. These will only be touched by child and outside plastic wallet will be wiped with anti-bacterial wipe on entry to school.</p> <p><b>No PE</b> kits to be brought in. Children to wear PE kit all day on PE days.</p> <p>There is no <b>'tuck shop'</b> but children can bring in a healthy snack. Letters to parents 10.7, 16.7 and 11.9.</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>It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking</p> <p>At time of writing, all teaching staff at home so no books being taken home. If this changes, RA will be adapted as needed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	<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 6</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
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 <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	See staff protocol booklet p8. PHE flow chart on display in staff room and school office.			
The school recognises that if they have two or more confirmed cases within 10 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/DfE guidance. Weekly sheet added to COVID file in Headteacher's office every Friday for reference as needed and over weekend if necessary. Stored securely at headteacher's home over weekend.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission.	In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested Testing regime in place from 28.1.21. Prior to this, staff on site were encouraged to use University Testing facility twice a week. Staff informed at staff meeting 13.1 that negative test result does not remove risk of transmission. See Staff Protocol Booklet p6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high	<u>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</u>  Clinically Extremely Vulnerable child at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace	Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance Not applicable at time of writing. To be monitored and RA adapted as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible	People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	maintain good prevention practice in the workplace and home settings Not applicable at time of writing. To be monitored and RA adapted as necessary.			
Clinically vulnerable staff can continue to attend school where it is not possible to work from home	While in school they should follow the specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, 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. Adults should continue to take care to socially distance from other adults including older children and adolescents  All adults to keep 2m away from each other and minimise all contact/face to face meeting as detailed above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 <a href="#">RCOG Q&amp;A covid19 virus infection and pregnancy</a>  <a href="#">Covid-19 advice for pregnant employees</a>  Not applicable at time of writing. To be monitored and RA adapted as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supply staff and other temporary workers can move between schools, where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



managing and minimising risk and schools should ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed	<p><b>Supply staff</b> to be bought in from Work With York who have strict protocols in place. See their RA.</p> <p><b>Peri keyboard teacher</b> coming into school at present to reduce risk of transmission</p> <p><b>YSSN</b> member of staff to travel between schools but under YSSN risk assessment. Only to teach PE when it the weather is suitable, outside on playground. To stay 2m away from children and staff. To wear face covering when moving around inside of building. To sanitise or wash hands on entry to school and before leaving site.</p>			
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible No volunteers coming into school setting during lockdown.	<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 p6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
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 <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when	<p><a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></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. See staff protocol booklet p7/8</p> <p><b>PHE flow chart</b> on display in staff room, school office and head's</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the symptomatic person first had symptoms	office. Newest version displayed if changes are made by PHE.			
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.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people  Use staff room. <b>Staff member</b> present to ensure window is opened. See staff protocol booklet p7.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	No spare toilet available in school.  <b>Headteacher or member of admin team</b> (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 p7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment  Staff training on INSET day Sept 7/8th. See staff protocol booklet p7/8.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital Follow usual procedures. Office to make the call. See staff protocol booklet p7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any member of staff who has provided <b>close contact care</b> 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, <b>do not</b> need to go home to self-isolate unless: <ul style="list-style-type: none"> <li>the symptomatic person subsequently tests positive</li> <li>they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>they are requested to do so by NHS Test</li> </ul>	See staff protocol booklet p7/8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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 p8.	<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	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> Area to be thoroughly cleaned and ventilated following collection of unwell person. <b>Staff</b> 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"/>
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> 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 or carers if using a home testing kit	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. Letter sent to parents 17.9 Parents reminded to let school know even if child is remote learning 14.1  See <b>staff</b> protocol booklet p7/8 Staff reminded on INSET day 7/8 <sup>th</sup> Sept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School have received an initial supply of 10 home PCR ( <b>polymerase chain reaction</b> ) test kits and information about how to order to replenish this supply when they are running out	School should call the Test and Trace helpdesk on 119 if these have not arrived. Received Autumn 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School determines how to prioritise the distribution of	The test kits sent to schools are provided to be used in the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

their <b>PCR</b> test kits in order to minimise the impact of the virus on the education of their pupils.	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 <a href="#">Coronavirus (COVID-19): test kits for schools and FE providers</a> .			
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	<b>Secondary schools participating in the rapid asymptomatic testing programme should refer to the <a href="#">asymptomatic testing in schools and colleges</a> guidance to ensure contacts of the positive case are tested</b> <b>Letter sent to parents on 7.9. See staff protocol booklet p9. Staff reminded on INSET day 7/8<sup>th</sup> Sept.</b>	<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 <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	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  <b>Letter sent to parents on 7.9. See staff protocol booklet p9. Staff reminded on INSET day 7/8<sup>th</sup> Sept.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Where pupils who are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</b>	<b>School should notify their social worker (if they have one). School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person</b> <b>Record system in place in office to check in on children</b>	<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	Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others <b>Letter sent to parents on 7.9. See staff protocol booklet p8.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Staff reminded on INSET day 7/8<sup>th</sup> Sept.</p> <p>New letter to parents 17.12</p> <p>Parents reminded to let school know even if child is remote learning 14.1</p>			
<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 10 days from the date of that contact</p>	<p>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> <p>Letter to parents 16.7 and reminder letter on 7.9.</p> <p>See staff protocol booklet p8</p> <p>Staff reminded on INSET day 7/8<sup>th</sup> Sept.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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 10-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 <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> 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</p>	<p><b>PHE Flow chart</b> to be followed on staff room noticeboard. All staff signposted to it on INSET Day Sept 7<sup>th</sup>/8<sup>th</sup> and emailed to staff with RA. Letter to parents sent 7.9. See staff protocol booklet p8</p> <p><b>Headteacher</b> to telephone DfE on 08000468687 and contact CYC at <a href="mailto:education@york.gov.uk">education@york.gov.uk</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

their household should all self-isolate for the full 10 days				
<p>Primary schools and any secondary schools not participating in the rapid asymptomatic testing programme must follow the control measure below.</p> <p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual <b>for any length of time</b>, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>PHE Flow chart to be followed on staff room noticeboard. All staff signposted to this on INSET Day Sept 7<sup>th</sup>/8<sup>th</sup> and emailed to staff with RA. Letter to parents sent 7.9. See staff protocol booklet p8.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice	<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 p4. Staff to reminded on INSET day 7/8<sup>th</sup> Sept</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
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 7/8<sup>th</sup> sept and 4.1. Posters up in toilets and classrooms to remind children. Letter to parents 16.7 and 7.9</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<p><b>Children</b> reminded on first day back in Sept 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. Parents reminded in letter 7.9 and reminded then also that they will need to moisturise hands regularly at home.</p>			
Hands are washed with liquid soap & water for a minimum of 20 seconds	<p>Staff reminded on INSET day 7/8<sup>th</sup> sept and 4.1. 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><b>Hand dryers</b> to remain out of action until further notice.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels 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 cleaning wipes can be used as an alternative. Wipes taken to 'future forest' to be used if needed.</p> <p>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.</p> <p>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><b>CATCH IT</b>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p> <p>Staff reminded on, INSET day 7/8.9 and 4.1 Parent letter 16.7 and reminder sent 7.9. Posters up in toilets and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	classrooms to remind all. See staff protocol booklet p4.			
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 toilet. To be reordered as needed by admin team. See staff protocol booklet p5.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Each room in school now has lidded bin. To be emptied each evening by caretaker. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
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"/>
Adults (staff and visitors) in primary schools and in secondary schools DO wear face coverings in areas outside of the classroom	<p>Some individuals are exempt from wearing <a href="#">face coverings</a>. This applies to those who:</p> <ul style="list-style-type: none"> <li>- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>All adults to wear face covering when moving around building as building is small. Staff informed of this change from 29.9</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p>			
<p>Face visors or shields are not routinely worn as an alternative to face coverings but can be worn along with a face covering</p>	<p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer</p> <p>All adults to wear face covering when moving around building as building is small. Staff informed of this change from 29.9. Staff can wear a visor as well as a face covering.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>All adults to wear face covering when moving around building as building is small, but not in the classroom.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In such circumstances as face coverings are allowed to be worn in school they must be worn correctly</p>	<p><b>Staff/pupil</b> to take off face covering and place in own resealable plastic bag. 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"/>
<p>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</p>	<p>Discussed at staff INSET on 7.9, see minutes</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>See staff protocol booklet p1.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced</p>	<p>See staff protocol booklet p1.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where anybody is struggling to access a face covering, or</p>	<p>There is a small supply of disposable face coverings in the</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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>school office, incase of need, on 'old tuck shop shelf'.</p> <p>See staff protocol booklet p6.</p> <p>All staff provided with a fabric face covering 25.11</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>This procedure should be communicated clearly to pupils and staff</p> <p><b>Staff</b> to take off face covering and store it safely, away from children. Non disposable masks must be washed before repeat use in order to limit any potential spread of infection. See staff protocol booklet p6.</p>	<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	<p><a href="#">safe working in education, childcare and children's social care</a></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 p6.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail not to be touched	<p><b>Mail</b> to be left at front gate by postman or put in mailbox.</p> <p><b>Admin team</b> or <b>headteacher</b> to pick it up using gloves and open using gloves. Or wash hands thoroughly before and after touching.</p> <p><b>Envelopes</b> to be binned in lidded bin. Any unwrapped items to be left untouched and out of reach for 48 hours. See staff protocol booklet p5.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper accident book to continue to be temporarily replaced	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	See staff protocol booklet p5.			
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	<p><b>Visits</b> arranged out of school hours where possible.</p> <p>Pre-made <b>Visitor badge</b> 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 when walking around building as safe 2m distance cannot be maintained as corridors are small.</p> <p><b>Admin team</b> to fill in visitors book so record can still be kept of routine maintenance and for track and trace. See staff protocol booklet p5.</p> <p>Visitors to be guided through protocols by <b>admin team</b> or <b>head</b> on arrival at school</p> <p>New starter tours conducted via Zoom.</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	<b>Admin team</b> or <b>Headteacher</b> to explain to contractors. See staff protocol booklet p5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	<p>Visits arranged out of school hours where possible.</p> <p><b>Caretaker or head</b> to be present. Ideally two people.</p>	<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	<p>Schools should have discussions with key contractors about the school's control measures and ways of working</p> <p><b>Admin team</b> or <b>Headteacher</b> to explain to contractors. See staff protocol booklet p5</p> <p>Contractors to sanitise hands upon entry to school. DBS/ID to be checked as usual and all other usual precautions taken.</p>	<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"/>


	<p>Visits arranged out of school hours where possible and in school holiday preferably.</p> <p><b>Caretaker or head</b> to be present. Ideally two people.</p>			
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"/>
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities	<p>In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance</p> <p>School is not hired out to external bodies.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	<p>Visitors not to fill in book – <b>admin team</b> to fill in instead. See staff protocol booklet p6. Details to be taken for purpose of Track and Trace.</p> <p>Need to ensure record of contact with children and other adults that are within 2m and for more than 15mins.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
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><b>mechanical ventilation systems</b> – 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><b>Headteacher</b> to open classroom and hall windows each morning (except Monday when Mr Stockhill, our caretaker, will do this).</p> <p><b>Staff</b> to close them at end of day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<p><b>Head</b> (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>			
Ventilate spaces with outdoor air	<p><b>Natural ventilation</b> – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures</p> <p><b>Oak Classroom</b> two velux windows to be open at all times to allow air flow. In school <b>hall</b>, one window to be open at all times. <b>Headteacher's office</b> velux window to be open at all times. <b>Willow and Rowan</b> class windows to be open when classrooms are used for Zooms/lunch. See staff protocol booklet page 4</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	<p><b>Oak Classroom</b> two velux windows to be open at all times to allow air flow. In school <b>hall</b>, two windows to be open at all times. <b>Headteacher's office</b> velux window to be open at all times. <b>Willow and Rowan</b> class windows to be open when classrooms are used for Zooms.</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"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	<p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>. Circulation system in children's toilets to be used as normal, with windows open also</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	<p>Fire doors must not be propped open unless they have a self-closing hold open device fitted <b>Internal doors to be opened. See staff protocol booklet p5</b></p>	<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	<b>natural ventilation</b> – 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	windows open a small amount in cold weather			
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	For more information see <a href="#">School uniform</a> 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 and windows	<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 are pointed away from people and pointed at walls etc. Desk fans to be purchased if deemed necessary. To be kept under review.	<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				
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 and ongoing discussions regularly once site in use.	BC	w/b 6 <sup>th</sup> and 13 <sup>th</sup> July. Updates 10.9, 21.9, 1.11, 6.11, 7.12, 4.1, 15.1, 29.1 and where detailed above		
Parent information sent out in letters via ParentPay	BC/admin	10.7, 17.7, 7.9, 17.9, 23.10, 5.11, 5.1 and as above details		

Staff sent a copy of this Risk Assessment via email, for further discussion.	BC	20.7, 25.8, 10.9, 21.9, 23.10, 6.11, 7.12, 15.1, 29.1			
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, 10.9, 23.10, 6.11, 7.12, 17.12, 15.1, 29.1			
This Risk assessment shared with CYC	BC	20.7, 25.8, 6.9, 10.9, 21.9, 23.10, 6.11, 7.12, 17.12, 15.1, 29.1			
This Risk assessment shared with York unions	BC	20.7, 11.1			
This Risk assessment shared with Governors. Further discussed at FGB 24.9 and TLC 10.11	BC	20.7, 25.8, 6.9, 10.9, 21.9, 7.12, 17.12, 15.1, 29.1			
This Risk assessment posted on school website, with Facebook message to tell parents	BC	25.8, 7.9, 10.9, 21.9, 23.10, 6.11, 7.12, 17.12, 15.1, 29.1			
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"/>
<b>ACTION PLAN</b> (insert additional rows if required)		<b>To be actioned by</b>			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		<b>Name</b>	<b>Date</b>		
Staff protocol booklet		B Christison	20.7.20, reviewed 25.8.20 and on INSET day 7.9.20 and 10.9, 23.10. 6.11, 7.12, 15.1, 29.1		
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 10.9.20		
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 <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	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 10.9.20 21.9.20 29.9.20 16.10.20 23.10.20 6.11.20 7.12.20 17.12.20 15.1.21 29.1	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:				

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	Less likely to occur

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