


Activity/ Situation	COVID SECURE ARRANGEMENTS FROM SEPTEMBER 2021			
Location				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> * Contact Between Individuals * Inadequate Cleaning/Sanitising * 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 * Arrangements for Boarding Schools During Pandemic 			
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>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</p>				
Contact Between Individuals				
<p>It is no longer necessary to keep children in consistent groups ('bubbles')</p>	<p>Details: 2 classes operating Acorns (R,Y1,Y2), Sycamore (Y3,4,5,6) 52 children in total.</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 regularly than usual (3 times a day at least).</p> <p>Staff will keep to their own class apart from: MSAs Headteacher Peri music teacher (who teaches PPA</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>across whole school), Total Sports (who teaches PE across whole school) And York Art Education staff member (summer term)</p> <p>These members of staff will stick to strict hand hygiene and distancing guidance when in classrooms.</p>			
<p>Outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups</p>	<p>Classes are kept separate for outdoor break and lunch. Staff stay 2m apart.</p> <p>Classes are kept separate for outdoor break and lunch. Lunches will be eaten in classrooms. Staff stay 2m apart.</p> <p>After School Club will be operating and children will sit at 2 separate tables in the school hall, according to class.</p> <p>At time of writing, awaiting more information re Outbreak management plans from NYCC. However, details above give brief arrangements (please refer to previous RAs/staff protocol booklets)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Assemblies have resumed</p>	<p>Whole school gatherings in hall or village hall to resume. Windows open and classes apart as much as possible. Use outdoors as much as possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pupils can mix at breaks and lunchtimes	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place	You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation Y5/6 residential to Malham (Spring/Summer 21) to be organised by LB/JG with reference to the above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake educational day visits	Yes, with reference to normal safety arrangements using Evolve	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits	Y5/6 residential to Malham (Spring/Summer 21) to be organised by LB/JG with reference to the above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International educational visits do not take place before the start of the autumn term	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School has resumed all before and after-school educational activities and wraparound childcare for pupils	More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children ASC operating Monday to Friday.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Extra Curricular clubs organised for Autumn term.			
Inadequate Cleaning/Sanitising				
A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	<p><u>Cleaning of non-healthcare settings outside the home</u></p> <p>Class teacher to clean surfaces in classroom. Admin team to clean toilets, kitchen and school hall after break and lunch. MSA to clean hall tables before and after lunch. Mellors member of staff to clean kitchen and hot trolley area after use at lunch. Cleaner to clean classroom Monday to Friday evenings after school. All cleaning done by anyone other than the cleaner to be recorded on checklist in rooms.</p> <p>Admin team to wear disposable gloves and apron and use disposable cloths, binned and double bagged after use.</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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	by admin team. Staff team to let admin know when stocks are running low, so they can be re-ordered.			
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Cleaner to clean these every evening. Staff to wash hands for at least 20 seconds on entry to school to minimise risk. Each staff member has a badge to open doors electronically, to reduce need to press door entry systems/handles. Staff to use own pen to sign in with to reduce cross contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Bins emptied at lunchtime by MSA and cleaner in evening. Bin bags are double sealed and left for 72 hours before being disposed of.	<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. Staff members to let admin team know if classroom supplies are running low, in time for reordering.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact	NHS Test and Trace will work with the positive case to identify close contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons 	<p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school</p>	<p>Letter to parents to advise Sept 21</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so</p>	<p>yes</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)</p>	<p>Yes. See Protocols booklet for Autumn 21</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures</p>	<p>School will continue to seek advice and information from the Public Health Team (Fiona Phillips – 07910 924366)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting</p>	<p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>See Contingency Plan document</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




<p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.</p>	<p>Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p> <p>School will continue to work closely with the LA Public Health Team – (Fiona Phillips – 07910 924366)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend</p>	<p>Further information is available in the guidance on Supporting pupils with medical conditions at school</p> <p>CEV is child attending school. School admin team and headteacher in close contact with parent to monitor situation.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CEV colleagues currently undertaking amended duties to enable them to work fully from home can now consider with their manager a return to normal duties on a risk assessment basis with specific factors to be taken into account including:</p> <ul style="list-style-type: none"> ➤ ensuring the working environment is as Covid-safe as possible, taking into account individual vaccination status and the risk of coming into contact with Covid cases as part of their role; ➤ they should not provide direct care to people who are known to have a current Covid infection, or symptoms suggestive of Covid; ➤ continuation of the current amended duties for the time being may be appropriate depending on the risk assessment ➤ arrangements to be reviewed again towards the end of September when it is anticipated the Covid risk should be reduced. <p>Colleagues in their third trimester of pregnancy</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For colleagues in their third trimester of pregnancy (i.e. from 28 weeks) we have been following the same guidance as the for CEV colleagues so the approach outlined above should also be followed for these colleagues				
<p>All employers have a duty of care to their employees, and this extends to their mental health.</p> <p>Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures.</p> <p>Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing</p>	<p>Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme</p> <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p> <p>Staff directed to the above links. Also aware of how to access support. Staff shout out wall in staff room.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice	<p>Symptoms of coronavirus (COVID-19)</p> <p>Letter to parents Sept 21 and adult protocol booklet for Autumn Term.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible	Use entrance hall. Staff member present to ensure door is opened.	<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	<p>No spare toilet available in school.</p> <p>Admin team will clean toilet if this occurs and record on checklist on toilet wall alongside regular cleaning details.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary	See protocol booklet for Autumn Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The room used by the pupil awaiting collection should be cleaned after they have left	Area to be thoroughly cleaned and ventilated following collection of unwell person. Staff member present to clean using standard cleaning product in all classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household	Letter to parents Sept 21 and adult protocol booklet for Autumn Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home	Admin team to ring as per normal arrangements. Not appropriate for children to be walking home unsupervised when they are poorly and be home alone. Parents to pick up in these circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 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 Sept 21 and adult protocol booklet for Autumn Term. Parents to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	telephone school by 8.30am to notify school if pupil is not attending.			
Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary age pupils (those in year 6 and below) do not need to test over the summer period		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection . They will also need to get a free PCR test to check if they have COVID-19 .	See Protocols document for more details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms	Letter to parents Sept 21 and adult protocol booklet for Autumn Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do	When to self-isolate and what to do - Coronavirus (COVID-19)	<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; <ul style="list-style-type: none"> when they arrive at the school when they return from breaks when they change rooms before and after eating 	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils Posters up in toilets and classrooms to remind children. See adult protocol booklet for Autumn Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	See adult protocol booklet for Autumn Term. Hands to be washed on entering building, after break and lunch, before leave school and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	before/after eating (and before/at end of ASC).			
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	No children at time of writing. RA to be amended as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	These pupils reminded more regularly by class teacher/TA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	Visual prompts in use for SEN child. On display in staff/disabled toilet	<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 at time of writing. RA to be amended as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Posters up in toilets and classrooms to remind children and staff.	<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	Sink and soap in each classroom and extra hand towel dispensers for pupils and staff purchased to allow for drying in classrooms/hall/kitchen.	<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	Skin friendly cleaning wipes can be used as an alternative e.g. at forest and village field 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	Children reminded on first day(s) back Sept 8th and regularly by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


	Posters up to remind.			
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>Children reminded on first day(s) back Sept 8th and regularly by staff. Posters up to remind.</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 toilet. To be reordered as needed by admin team.	<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 morning by caretaker and each lunchtime by MSA. Contents to be double bagged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	<p>The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p> <p>Parents to be alerted in letter Sept 21</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet	Staff, visitors and contractors may wear face coverings when moving around school and when in small spaces such	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	as office and kitchen.			
In case of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)	This is covered in the Covid Contingency Plan (Outbreak Management Plan)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the above circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn	n/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles	yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission	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. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from any requirement to wear face coverings in schools or in public places	n/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Staff to be reminded in September 21	<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 protocol booklet	<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 carefully	See protocol booklet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	N/A at time of writing. RA to be amended as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	N/A at time of writing. RA to be amended as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
Key contractors are made aware of the school's control measures and ways of working	<p>All visitors and contractors must make pre-arranged appointments with admin team/headteacher or they will not be allowed on site. Visits arranged out of school hours where possible.</p> <p>Pre-made Visitor badge to be worn so no need of lanyard.</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 face covering when conducting new starter tours.</p> <p>Admin team to fill in visitors book so record can still be kept of routine maintenance and for track and trace.</p> <p>Visitors to be guided through protocols by</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	admin team or headteacher on arrival at school			
School ensures site guidance on is explained to visitors and contractors on or before arrival	Visitors to be guided through protocols by admin team or headteacher on arrival at school	<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	SBM to request RA prior to work	<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 yes	<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>Staff to open and close windows at start and end of day. Last person out to check all closed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	used provided this doesn't compromise safeguarding measures Windows open in each classroom and headteacher's office. Front door or office velux windows also open if extra ventilation needed.			
Where possible, occupied room windows should be open	All classrooms have windows which can be opened.	<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	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation 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.	<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	Fire doors must not be propped open unless they have a self-closing hold open device fitted yes	<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 Victorian building, all windows are high. In Acorns, open top section of windows.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	In Sycamore, open velux windows a little			
Consideration given to only opening every other window instead of all windows when the heating is activated	Windows downstairs are in sets of three. Open two outside ones in each set.	<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 n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	
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
Protocol Booklet		J Green		29.7.21
Cleaning Checklist		J Green/B Christison		29.7.21
Enhanced cleaning risk assessment		L Redman		JG to check
Premises and Buildings RA		J Green /S. Gowlett		Sept 21
Total Sports RA		O Holliday/J Green		JG to check
NYCC/Thornes school bus travel safety RA		NYCC/Thornes		SBM to check
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 checked="" type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):	J Green	Signature(s):		
Position(s):	Headteacher			
Date:	6.9.21	Review Date:	After the next guidance is received from the Government (End of September)	
Distribution: CYC, staff, parents, governors, unions, bus company, caretaker, catering company, sports company, peri teacher, supply agency				

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

LIKELIHOOD