

Activity/ Situation	WIDER OPENING OF SCHOOL			
Location	BURTON GREEN PRIMARY SCHOOL			
Persons at Risk	pils ☒	mployees☒	sitors ☒	ontractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <p>Social Distancing Measures Not Followed Social Distancing Measures Not Followed During Travel to and from School Inadequate Cleaning Shared Resources Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors Site User Becoming Unwell Site User Developing Symptoms Inadequate Hand Washing/Personal Hygiene Inadequate Personal Protection & PPE Visitors, Contractors & Spread of Coronavirus Inadequate Ventilation Fire and Intruder Alarms and Emergencies, Including Lockdown School Activities</p>			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>Social Distancing Measures Not Followed</p>				
<p>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to</p>	<p>Early Years Foundation Stage</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so. Parents have opportunity for 1-1 discussions with SEN staff to remove barriers.</p>	<p>Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible. Class sizes reduced to 15 or less. Desks spaced far apart facing the same direction. Children have own double desk. Children have a line up order to ensure they enter the room in an way to reduce contact i.e. the furthest row first. This is the reverse for exiting the room.</p>	<p>DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the 2 metres rule is applied		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded. All cloakrooms within classrooms and new lockers in KS2 classes also ensure children stay in class 'bubbles' and don't mix.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP use the same classroom or area of a setting throughout the day, class groups are allocated a room and use that all day and everyday. Assemblies via Zoom or in classroom.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated at the same desk each day if they attend on consecutive days. All pupils allocated 'Home' seats which they use each day and for all day retaining the same chair.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups. Break times separate and lunch times too.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. Staff retained with the same group.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff. Teachers allocated a group. Children not sent to other rooms. Only rotation of staff is Neale Holmes and Yvonne French who will ensure appropriate social distances are observed as a control measure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact. Discussed staff meeting 21/5/20. Covered on staff Induction Day 1/6/20. Monitored by SLT.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc. Covered on staff Induction Day 1/6/20. Pupils frequently reminded. Monitored by SLT.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Consideration given to which lessons or classroom activities could take place outdoors. Class teachers and Phase Leaders to make maximum use of allocated outdoor areas. Google Doc/timetable for allocation so no 'cross overs'.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building. Classes based in just one room.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded. Toilet facilities are allocated per area. Within the KS2 area there will be a sign to show that the toilet block is occupied by 1 person. One child will be permitted to wait outside on the library sofa others must return later.</p> <p>Children within KS1 (Year 1) will only be allowed to leave the classroom one at a time to go to the toilet.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Assembly groups staggered. Assemblies will be either in the classroom or viz Zoom.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Break times are staggered so that all CYP are not moving around the school at the same time. Break times are staggered, in addition there are separate playgrounds for different Year groups all accessed from classroom so no movement around school.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Lunch breaks are staggered for all children.</p> <p>At Lunch time pack ups may be eaten inside or weather permitting outside.</p> <p>Hot lunches will be brought to each classroom and left outside the classroom either on a trolley or on a table (on a trolley and left outside the classroom by lunch staff) Lunch will be served by Class Teacher. After lunch plates put on trolley or table outside the classroom and it is collected by lunch staff.</p> <p>After eating all class tables are cleaned.</p>	<p>CYP should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, they should be brought their lunch in their classrooms</p> <p>Pack ups to be eaten in class or as a picnic</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity</p> <p>Lunches will be eaten in classes and all sports outside. If it is raining PE activities in classroom of Yoga or online activity with children 2m apart facing the same direction.</p>	<p>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place</p>	<p>✓</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. Corridors will not be accessed by children unless going to toilet. This will be controlled and monitored by staff.</p>	<p>Corridors not used by children unless going to the toilet.</p>	<p>✓</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>	<p>Covered in EHCP where required and supported by staff</p>	<p>✓</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Drop-off and collection times staggered. Breakfast Club 8.30-9am for Key Worker Children only. AA/YF on duty. 9-9.30am Staggered Start for Pupils attending. No parents to enter the school building. 2.30-3pm staggered collection, JW or NH on duty in addition to AA/YF to ensure safe collection and parental social distancing. EYFS no parents in outdoor area staff to bring the children out to a parent. (NB Term 'Parent' used to describe any adult collecting)</p>		<p>✓</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend. AA/YF on gate to monitor and ensure compliance with social distancing</p>	<p>Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent they must follow social distancing guidelines</p>	<p>✓</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact. Parents asked to drop off child swiftly, if contact is required a telephone call can be made.</p>		<p>✓</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

Parents and CYP are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) Entrances clearly communicated to parents, staggered start ensures that social distancing is compliant.		<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) Parents will be dropping off at the gate to staff who will oversee safe distances. appointments and conversations will be conducted via telephone		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical. Y6 & KW through Foxes/ Owls/ Badgers according to their group allocation and KS 1 through Hares. EY through own door.	All classes to enter via external class doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously. Children on different playgrounds and consideration given to play equipment so that it is not used simultaneously.	Breaks and lunches staggered and play areas/ equipment timetabled to ensure segregation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing. Children to remain in their own 'Bubbles' for lessons, lunch and play.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools offering residential provision have considered the maximum number of CYP they can safely accommodate in residences		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff working in Offices are adequately distanced, are on rota or are working from home. Teaching staff to use class phones to communicate with Office.	Safe Office protocol established and communicated to all staff. Cleaning routines in place. SB/KH only staff to be in front office.	<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 social distancing is maintained. Staff to place mugs/ crockery in dishwasher after use and not leave around school.	Staff clear on distancing requirements and furniture rearranged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and CYP encouraged to walk or cycle to their education setting where possible	Communicated by letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and CYP following the government guidance on how to travel safely,	Coronavirus (COVID-19): safer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

when planning their travel, particularly if public transport is required	travel guidance for passengers			
Transport arrangements cater for any changes to start and finish times	No school transport	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers	No school transport	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts	No school transport	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	No school transport	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Cleaning				
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	See attached document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal. Classrooms have reduced equipment in them, equipment and resources are only brought out as required.	Staff to clean at lunchtime and as required during day. equipment readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use. Staff enter via a fob swipe which is contactless. Admin staff sign staff in all staff to avoid sharing pen/list etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins should be emptied during the day before they become full. Bins for tissues and other rubbish are emptied throughout the day. Bins are lidded for protection.		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and CYP use		<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	Equipment is reduced in quantity and rotated. Cleaning equipment is available and used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it	Staff to monitor and if area to be used by another group cleaning will be undertaken	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere	Unnecessary equipment and all soft furnishing will be removed from classes. Only the required equipment will be in the class.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	Removed and placed in storage. Equipment which is left is easily cleanable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	Staff and pupils advised not to bring items from home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently	In offices, classroom and other shared areas cleaning will be more frequent Pupils to have own stationery packs so sharing is not required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books	Staff to work in school on pupils' books/papers. work at home should be via internet not on tangible items	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Staff to clean any devices which go between home and school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work	Staff have completed a questionnaire to assess needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site	Staff have completed a questionnaire to assess needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those	Staff have completed a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

who are pregnant, they can attend their education or childcare setting	questionnaire to assess needs			
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued	Staff have completed a questionnaire to assess needs	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after and bin the tissue.	Staff and pupils reminded of good respiratory hygiene frequently. tissues and lidded bins available in all classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance	COVID-19: guidance for households with possible coronavirus infection guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. This will be the meeting room. If required as a 'Hot' room meeting chairs moved away and plastic chairs used near open window. Toilet in reception used if required.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	Toilet in reception.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell				
Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus	Warning signs to remind of 2m social distance and keeping to new routines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	household in isolation for 14 days)			
Inadequate Hand Washing/Personal Hygiene				
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean	Notices give reminders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances CYP should not be using alcohol based hand cleansers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day. Cleaning of toilets will be done at the end of every school day. Surfaces in washrooms to be wiped down mid morning and after lunch. Surfaces to include handles to washroom and toilet cubicles, taps, soap dispensers.	This needs to be done first thing in the morning, after breaks and after lunch at least Agree member of staff responsible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				

PPE will need to be worn by a member of staff if a CYP becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	PPE available in school. (gloves, face masks and aprons)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	SB has procured supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype/zoom		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site		<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		<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"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Classrooms to have open windows and doors to minimise contact with handles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Switch air handling units with recirculation to 100% outdoor air		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted (magnetic lock)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)	Fire Practice required as people may be working in new areas. (Fire Procedures have been reviewed and amended. Fire practice to take place by 12th June)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Activities				
CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations	Expectations are clear to CYP, plans are carefully constructed and routines established to ensure that children are in groups of 15 or less and don't meet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts	Cleaning equipment is available if practical equipment is used. Children have own stationery and not to share resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
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 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 X	No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date	
Change to fire wardens	SB	23/05/2020	
Reduce the number of chairs in EYS	AA	1 ST June	
Reduce the number of chairs and tables in classrooms	AA	1 ST June	
Remove sofas	AA	1 ST June	
Marking on posts outside EYS – 2 metres apart	SB	1 ST June	
Sign on Office – one person at a time	SB/KH	1 ST June	
All children wash hands on entry, signs on doors	AA/KH	1 ST June	
Each bubble has own set of play equipment in plastic container, kept inside their classroom	SB	1 ST June	
Confirm toilet system KS2	AA	1 ST June	
Named person in each bubble to wipe surfaces throughout the day	AA	1 ST June	
Staff go through fire practice meeting points on 1 st June	SB	1 ST June	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):	Wendy Munro	Signature(s):	
Position(s):	Chief Operating Officer		
Date:	27th May 2020	Review Date:	27th May 2020
Distribution:			
<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
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POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD