

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020				
Location	Burton Green Primary School				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation 				
	CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed					
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	Details;- 1) Nursery and Reception 2) KS1 3) KS2 Within these 3 groups each class will limit contact with other classes as much as possible.	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Primary schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this	Circumstances need to be assessed and if class-sized groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles' See groups and commentary above.			
In the younger years in Secondary Schools (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the smaller, class-sized groups	Children within the consistent groups will mainly be kept in smaller class groups to minimise contact.	<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	All 3 groups kept apart within the school and outside.	<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	All classes within the groups will have specific classrooms. Only one group or class will be in the Hall at any one time with cleaning in-between.	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Only very limited mixing will take place at Breakfast Club.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	There will be siblings in different groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	The majority of teachers and staff will remain within their group or class.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	See Inadequate Personal Protection section of the RA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	<p>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained	It is accepted that distancing may not be possible in primary schools. Distances will be maintained wherever practicable.	<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	Children year 2-6 sit in rows, facing forwards	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space		<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	Assemblies to be held with each group. Each class within a group will be at least 2m from other class/es	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times should not reduce the amount of overall teaching time Nursery – 8.30 to 9 (Pick up 3.15 to 3.30) Rec, KS1, KS2 – 8.40 to 9 (Pick up 3 to 3.20)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	<ul style="list-style-type: none"> - Nursery to enter via 2nd gate, parents to social distance and staff to collect children. - Rec to enter via 1st gate, parents to social distance and staff to collect children. - Yr 1 – Children to be collected from Yr 1 gate - Y2 and KS2 – children to enter classroom as they arrive 	<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)	Letter issued to parents. Pupils informed in class.	<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)	Letter issued to parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	All classrooms to be accessed from the outside	<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	All groups have distinct areas outside for break times. There will be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	no movement inside school at break times			
Lunch breaks are staggered	Lunch breaks are staggered and on separate playgrounds	<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	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	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School can resume non-overnight domestic educational visits	Domestic (UK) overnight and overseas educational visits are prohibited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Majority of families walk to Burton Green	<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning				
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	Cleaning carried out after school each day and toilets and frequently touched handles etc cleaned at lunch time. Dining tables in hall to be cleaned between each sitting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Wipes and disinfectant are available in all areas to enable staff to carry out this cleaning	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Lidded bins in all classrooms. Will be emptied during the day if they become full.	<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"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	No sharing of play equipment between groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	This would also apply to resources used inside and outside by wraparound care providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Each child to have their own pencil/pen in Y2 and KS2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Wipes and disinfectant are available in all areas to enable staff to carry out this cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Wipes and disinfectant are available in all areas to enable staff to carry out this cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Information to be communicated in letter to parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors

<p>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>	<p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p>	<p>Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable No pupil at Burton Green in this category</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff who are Clinically Extremely Vulnerable MUST NOT attend the workplace during the period of national restrictions</p>	<p>Individuals in this group have been identified through a letter from the NHS or their GP. Staff should be supported to be able to continue working from their home where possible Clinically Extremely Vulnerable No member of staff at Burton Green in this category</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are</p>	<p>See Section 9 of New-national-</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

not clinically extremely vulnerable, may continue to attend school in line with current guidance.	restrictions-from-5-november			
Staff who are in the clinically extremely vulnerable group and the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. (The only exception to this may be in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals)	Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace	An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





	Individual Risk Assessments will need to be subject to regular review Coronavirus infection and pregnancy.html			
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff	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"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual		<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	<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"/>
Site User Becoming Unwell				
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the PUPILS and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>Meeting room to be used to isolate pupils/staff</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>Disabled toilet to be used</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>	<p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) <p>they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>COVID-19: cleaning of non-healthcare settings guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Developing Symptoms</p>				
<p>Schools must ensure that staff members and parents/carers understand that they will need</p>	<p>The advice service (or PHE local health</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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</p>	<p>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</p>			
<p>School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out</p>	<p>School should call the Test and Trace helpdesk on 119 if these have not arrived.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p>	<p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of</p>	<p>Information communicated in letter to parents.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Staff to read Risk assessment and information discussed in staff meetings, including on 8 th Sept			
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test	Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period	This is because they could still develop coronavirus (COVID-19) within the remaining days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

household should all self-isolate for the full 14 days				
<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 14 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"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	☒	☐	☐
<p>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</p>	<p>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</p>	☒	☐	☐
<p>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>	<p>Temperature of pupils will not be taken</p>	☒	☐	☐
<p>Inadequate Hand Washing/Personal Hygiene</p>				

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	Signs in school and this will be reinforced with pupils each day. Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Reinforced with pupils each day	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room		<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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>In schools that are in areas where the COVID Alert Level is high or very high, or during periods of National Restrictions, adults (staff, visitors and contractors) in Primary Schools DO wear face coverings in areas outside of the classroom at the discretion of the Head Teacher</p>	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <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>In schools where pupils in year 7 and above are educated, face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>		<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>		<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>		<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>		<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>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	This procedure should be communicated clearly to pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	safe working in education, childcare and children's social care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visits to the school are restricted to those that are absolutely necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent and carer visits are suspended for: <ul style="list-style-type: none"> new admissions, settling-in children new to the setting attending organised performances 		<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"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such		<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"/>

As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: <ul style="list-style-type: none"> • work or search for work • undertake training or education 	See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All other out of school activities, including lettings, not being primarily used by parents for the above purposes, should close for face-to-face provision for the duration of the national restrictions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance)	See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020	<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	This can be achieved by a variety of measures including: 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)			
Ventilate spaces with outdoor air	natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, in occupied rooms, windows should be open		<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	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	<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 assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts		<input 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing	For more information see School uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces		<input 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.	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input type="checkbox"/>	Med <input checked="" 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 type="checkbox"/>		No <input checked="" 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		
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):	Sarah Brownhill	Signature(s):		
Position(s):	Business Manager			
Date:	9th November 2020	Review Date:	Ongoing review	
Distribution: All				

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		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	Less likely to occur	Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD