

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020				
Location	Fishergate 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>					
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>					
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 - Each phase will be in one bubble. This will be 80 in EYU and 90 in KS1, Y3/4 and Y5/6	<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 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).	As above. See staffing chart and full opening plan for further details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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				
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the smaller, phase-sized groups	See full opening plan for further details.	<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 bubbles will have staggered start, finish, lunch and playtimes. Different bubbles will only pass each other on the playground at a distance of at least 2m. Y5/6 pupils will encouraged to keep their distance and all children will be asked not to touch adults. See full opening plan for further details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible	Detailed timetables have been produced and can be found on the Fishergate Full Opening Plan	<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	Children will not be asked to social distance unless they are in Y5/6.	<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	Children will never be in groups larger than their phase group. See full opening plan for further details on wrap around care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	Siblings are 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	Only TAs will work in different phases – this has been limited as far as possible. Two HLTAs and a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	PPA teacher will work across phases to deliver PPA. Staff guidance which was shared by email on 16 th July 2020 makes it clear that all adults should socially distance. This guidance will be discussed on the training day 7/9/20. Staffing timetables will be used for track and trace purposes?			
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	They will also wash their hands before entering and after leaving a classroom. Staff were informed of this in the emailed staff guidance which will also be reviewed on the staff training day 7/9/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	In Years 2 – 6 all teaching will be delivered from the front of the classroom. All adults will ensure that they keep 2m away from other adults. Staff were informed of this in the emailed staff guidance which will also be reviewed on the staff training day 7/9/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and minimise time spent within 1 metre of anyone	Any conversations should be carried out side by side. Adults will not 'get down' to a child's level. Contact closer than 1m will not exceed ten minutes. Staff were informed of this in the emailed staff guidance which will also be reviewed on the staff training day 7/9/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained	Adults will remain 2 metres apart from each other and from children where ever	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	possible. Staff were informed of this in the emailed staff guidance which will also be reviewed on the staff training day 7/9/20			
Face to face contact time is reduced	Staff from Y2 – Y6 are encouraged to teach from the front of the room. Tables are spaced to reduce this for children in class and at lunch. Families encouraged to contact school through phone/email rather than face-to-face.	<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	From Y2 – Y6	<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	PPE is available for 1:1 staff who support children with complex needs Individual Risk assessment been prepared for these children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Moved out and stored in resources/Lisa Solanki's room	<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 will continue to be delivered via Google Classroom.	<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	The majority of learning will take place in individual classrooms. There will be no library time. Lunches will be eaten in classrooms. Phases will only use their toilet block. See full opening plan for further details.	<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 will not reduce the amount of overall teaching time See full opening plan for further details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Protocols will be shared with all parents w/b 13/7/20 and re-sent w/b 31/8/20. Parents will be expected to use the one way system, wait in designated area whilst social distancing and leave the school grounds as quickly as possible. See full opening plan for further details.	<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)	Details sent as above. See full opening plan for further details.	<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)	This will be included in letter referenced above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Only applicable to EYU	<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	Timetables have been produced and shared. Also recorded on Fishergate Full Opening Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	As above	<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	No more than 8 in at a time. See full opening plan for further details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	PE planning adapted to ensure equipment is shared within a bubble, not across bubbles. See full opening plan for further details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	as the Association for Physical Education and the Youth Sport Trust See full opening plan for further details.			
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	This was communicated in a letter sent to all parents/carers 16/7/20	<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	safer travel guidance for passengers This was be shared with parents via letter 16/7/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11	safer travel guidance for passengers This was be shared with parents via letter 16/7/20	<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	2 cleaners will be onsite between 10-2 to focus on key areas – especially toilets. Their timetable is based around when each bubble accesses their toilets. Further detail in full opening plan	<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	Cleaning products are in all classrooms and used by the teacher/TA at frequent intervals. Further detail in full opening plan	<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	Included in cleaning sweeps. CL to do on opening and then Allison and Alex through the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	All bins will be lined and will be emptied into a central bin liner by the class MSA after lunch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	The central bin liner will be taken to the outside bin by Allison or Alex. Normal recycling will not be undertaken at this time. The bins will be emptied again by the cleaners at the end of the school day.			
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	CL and DW monitor and order. All relevant staff know how to order.	<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	Play equipment to be used on a weekly rota – one bubble at a time – leaving 48 hours before use by next group. See full opening plan for details	<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	Pens, pencils and colouring pencils being provided for individual use for KS2 See full opening plan for details	<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	Cleaned by class teacher/TA/children See full opening plan for details	<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	Will be left unused for 48/72 hours before being used by another bubble. See full opening plan for details	<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	Only Y5/6 are allowed to bring in mobile phones. This was shared with families in letter sent 16/7/20	<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	All marking should be done at school so that books can stay in school. Written feedback done at this time should be as brief as possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





	and only done if it moves learning on. See full opening plan for details			
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Each adult is responsible for cleaning their own device using anti-bacterial wipes that will be provided in every classroom. Teachers will need to let Debbie know in good time when another pack is needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, PUPILS and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	clinically-vulnerable people See full opening plan for details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 maintain distance from other staff and pupils	Peripatetic teachers will deliver lessons online as the school has no spare classrooms. Supply staff will receive orientation, this risk assessment and staff guidance sheet. See full opening plan for details	<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 7 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 Office to be notified of person concerned immediately and the parent/next of kin informed without delay. Person concerned to be isolated in HT office until collected from school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	Moved to HT office	<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	Use the disabled toilet.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	guidance on isolation for residential educational settings.	<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	Office to be informed and make this call in line with the first aid policy. LA/Local PH Team are also to be informed so that track and trace can	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	be implemented without delay.			
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	Isolation area to be thoroughly cleaned and ventilated following collection of the unwell person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Staff will be reminded as part of the planned training day on 7 th September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance	<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. 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, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	This will be communicated in letter sent w/b 13/7/20 and the letter will be re sent w/b 31/8/20. Staff will receive further guidance when going through the full opening plan on 7/9/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	As above	<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	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p>	<p>A flowchart detailing the steps that should be taken will be sent out w/b 28/8/20. The information will be shared with staff 7/9/20</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone 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 7 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 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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: 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public Health England is clear 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>We will not be taking the temperature of pupils</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

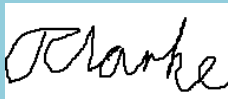
<p>The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p>	<p>Children will be taught by their class teacher, registers will record attendance. TA and PPA timetables are used to record who is where on a daily basis and any changes are recorded by DW/HD. Any site visitors will be asked to sign in and identify who they are visiting in school. They will also be asked to leave an email address for the purposes of track and trace in the event of a positive COVID19 case.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Hand Washing/Personal Hygiene</p>				
<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</p>	<p>Current practice which is working well and understood by all adults and children who are in school will be continued in September.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands are washed with liquid soap & water for a minimum of 20 seconds</p>	<p>Staff will be reminded on the training day 7.9.20. All teachers will go through key facts that the children need to remember (including hand washing) on their first day back. These key facts will be displayed in every classroom and frequently referred to.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school has considered whether they have enough hand washing or hand sanitiser</p>	<p>Hand sanitiser is in all rooms and stations are at all</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

'stations' available so that all pupils and staff can clean their hands regularly	exit and entry points to school.			
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	Debbie, Allison and Alex are responsible for replacing them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	All bins are lidded and will be emptied in line with the protocol mentioned earlier in this risk assessment.	<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	Risk assessments have been updated and shared with all necessary adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are currently not use in school 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	This was shared with parents letter dated 16/7/20 and will be re-visited in whole staff training 7/9/20.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Primary schools where social distancing is not possible such as indoor areas outside of classrooms, between members of staff or visitors (for example, in staff rooms) staff may wear face coverings (e.g. visors at the discretion of the Head Teacher.	Shared with all staff – training day 7/9/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is not necessary to wear face coverings in the classroom, where protective measures already mean risks are lower, and where they can inhibit learning.	Shared with all staff – training day 7/9/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In such circumstances as face coverings are allowed to be worn in school they must be worn correctly.	Shared with all staff training day 7/9/20.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission.	Shared with all staff training day 7/9/20. Teachers shared with all children 8/9/20. Posters up in classrooms and information letter sent to all parents/carers 7/9/20	<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 uses.	Shared with all staff training day 7/9/20. Teachers shared with all children 8/9/20. Posters up in school and information letter sent to all parents/carers 7/9/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a face covering becomes damp it should not be worn and the face covering should be replaced.	Shared with all staff training day 7/9/20. Teachers shared with all children 8/9/20. Posters up in classrooms and information letter sent to all parents/carers 7/9/20	<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 All staff will receive refresher training on how to correctly 'don' and 'doff' PPE effectively as part of the planned training day on 7 th September 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff who use them are required to remove face coverings on arrival at school	Children who arrive with a face mask remove and store it in a plastic bag when they arrive at school. Staff were informed of this in the emailed staff guidance which will also be reviewed on the staff training day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	7/9/20. Families were informed on letter sent 16/7/20			
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings	Teachers will speak to children on 8/9/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom	This information will be shared with staff 7/9/20 and posters will be placed around school. Parents will be informed w/b 31.8.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Contractors will be asked to attend the site when the children are not in. As far as possible all meetings will happen online or by telephone. If visits do occur contact information will be gathered for track and trace purposes. This will be kept in the 'Visitor Book'.	<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	A box added to the signing in sheet will indicate their willingness to comply with local arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	See above	<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	Contractors must contact Debbie or Charlie to arrange visits and this information is displayed at all site entrances.	<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"/>

A record is kept of all visitors	All visitors must sign in and out leaving their full name, company name, person/area visiting, contact email address for the purposes of track and trace. School implemented measures and practices will be communicated to all visitors on arrival and their willingness to comply to local arrangements noted as part of the signing in process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Windows and door should be left open as far as possible The adult teaching in that classroom is responsible for opening and closing them at the beginning and end of each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)	The adult teaching in that classroom is responsible for opening and closing them at the beginning and end of each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Charlie/Paul are responsible for opening and closing them at the beginning/end of day?	<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. Staff will be reminded of this 7/9/20.	<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 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 checked="" 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):	Tina Clarke	Signature(s):			
Position(s):	Head Teacher	Review Date:	9.7.20		
Date:					
Distribution: All staff, governors and parents. Published on website.					

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

LIKELIHOOD