

Activity/ Situation	Wider Opening Of Clifton Green Primary School				
Location	Clifton Green Primary				
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	
HAZARD(S)	<p style="text-align: center;"> <input checked="" type="checkbox"/> <b>Social Distancing Measures Not Followed</b>  <input checked="" type="checkbox"/> <b>Social Distancing Measures Not Followed During Travel to and from School</b>  <input checked="" type="checkbox"/> <b>Inadequate Cleaning</b>  <input checked="" type="checkbox"/> <b>Shared Resources</b>  <input checked="" type="checkbox"/> <b>Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</b>  <input checked="" type="checkbox"/> <b>Site User Becoming Unwell</b>  <input checked="" type="checkbox"/> <b>Site User Developing Symptoms</b>  <input checked="" type="checkbox"/> <b>Inadequate Hand Washing/Personal Hygiene</b>  <input checked="" type="checkbox"/> <b>Inadequate Personal Protection &amp; PPE</b>  <input checked="" type="checkbox"/> <b>Visitors, Contractors &amp; Spread of Coronavirus</b>  <input checked="" type="checkbox"/> <b>Inadequate Ventilation</b>  <input checked="" type="checkbox"/> <b>Fire and Intruder Alarms and Emergencies, Including Lockdown</b>  <input checked="" type="checkbox"/> <b>School Activities</b> </p>				
CONTROL MEASURES	ADDITIONAL INFORMATION		YES	NO	N/A
<p style="text-align: center;"><b>All staff and governors to read and sign risk assessment.</b></p>	<ul style="list-style-type: none"> <li>• Risk assessment has been created in conjunction with a leadership/governor working party. This working party will give consent (via meeting notes and member email confirmation) for the final document to be issued to all stakeholders (via website and email circulation) on Friday 29th June.</li> <li>• Staff will be given the opportunity to read and give feedback ahead of and during the training day on Monday 1<sup>st</sup> June.</li> <li>• LA feedback on Risk Assessment received via Jenny Thomas on 28.05.20 (phone call with NJ). Amendments made and re-submitted on 29.05.20.</li> </ul>		x	☐	☐
<p>Expectations shared with staff via a revised staff handbook to be distributed on 29.05.20 alongside the risk assessment.</p>	<p>See 'Wider Reopening Staff Handbook'</p>				
<p>Expectations shared with parents and children via a new home-school agreement ('Staff will...Parents will...Children will...'), detailed letter (including photo of typical classroom) and risk assessment on 29.05.20.</p>	<p>See 'Wider Reopening Home-School Agreement' and letter to parents dated 29.05.20.</p>				

**Social Distancing Measures Not Followed**

For children aged 2-5, the staff to child ratios within will be 1:8 as a maximum following guidance from central government.	<a href="#">Early Years Foundation Stage Preparing for the wider opening of early years and childcare settings from 1 June</a>	x	<input type="checkbox"/>	<input type="checkbox"/>
Our youngest children (EYFS, particularly nursery) will struggle with social distancing and respiratory hygiene and therefore will not return to school in the initial weeks following 1 June 2020. This decision will be reviewed regularly with an initial review on 4.06.20 following the return of Year 1 pupils.	A further reason for opening to Year 1 initially rather than EYFS children is that as a school we believe that Year 1 are a little more mature so they will handle the transition better (especially in its infancy) and understand the expectations. EYFS are also far more used to having access to continuous provision and following a hands-on, exploratory approach to learning which is far-removed from the social distancing measures expected.	x	<input type="checkbox"/>	<input type="checkbox"/>
As per the existing 'Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak' guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.	<a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</a>	x	<input type="checkbox"/>	<input type="checkbox"/>
Primary School classes halved with a maximum of 15 pupils per class and children's seats spaced at least 2m away from one another. Classrooms will have a minimum of 5 CYP and a maximum of 12 CYP dependent on the room size (see school action plan for details).	<a href="#">DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020</a> <a href="#">DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>	x	<input type="checkbox"/>	<input type="checkbox"/>
Cloakroom facilities will not be used – CYP will keep their personal belongings with them at their designated desk space in their designated classroom.		x	<input type="checkbox"/>	<input type="checkbox"/>
CYP use the same classroom or area of a setting throughout the day with access to outside provision as much as possible.		x	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated at the same desk each day if they attend on consecutive days.	Teachers to allocate desks on first day of return and children to label accordingly (easy identification).	x	<input type="checkbox"/>	<input type="checkbox"/>
CYP and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups.	If a person encounters someone not in their allocated group, they will ensure that they stay 2m away.	x	<input type="checkbox"/>	<input type="checkbox"/>
CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.	'Pupil and Staff Bubbles' document lists staff names, pupils and base room.	x	<input type="checkbox"/>	<input type="checkbox"/>
Same staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.	Provision for supply cover should a member of staff fall ill (not COVID-19 related) to be sourced from an agency with identified supply staff only working in our setting. <b>28.05.20 – Jenny Thomas (CYC) to seek guidance from LA regarding this. CGPS awaiting further information.</b>	x	<input type="checkbox"/>	<input type="checkbox"/>
Staff are to maintain social distancing with pupils as much as possible (2m distance when face-to-face and if closer interaction is needed, staff will approach from the side/behind as per CYC Public Health guidance).	Guidelines re: staff conduct and expectations detailed in 'Wider Opening Staff Handbook' (shared with staff 29.05.20) and 'Wider Opening Home-School Agreement' (shared with staff 29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
Lessons and activities will take place outdoors as often as possible.	Bubble timetables detail designated times for each group in outdoor areas around school.	x	<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.	Bubble timetables detail designated times and activities for each group. All classrooms (except 1) have an external door which is to be used to them move around outside of building rather than through it. Classroom without an external door (Robinia) has its own designated entrance/exit next to the classroom (conservatory). No shared spaces inside other than toilets which have reduced numbers accessing (see next point).	x	<input type="checkbox"/>	<input type="checkbox"/>

The number of CYP who use the toilet at any one time are limited to prevent overcrowding.	Staff will monitor access to the toilets to ensure that children follow social distancing guidelines and that they are not over-crowded.	x	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that CYP are not moving around the school at the same time.	Bubble timetables detail designated times and activities for each group. Bubbles on break times together are travelling from different areas of school and kept apart in shared spaces outside (Field Space A/Field Space B/Playground Space A/Playground Space B).	x	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered to minimize number of children needing access to toilets and lunch will be brought to children in their classrooms to reduce the number of children moving around school and/or eating closely together in the hall.	Bubble timetables detail designated times and activities for each group. CYP should clean their hands before lunch in classrooms (expectations shared with parents via letter (29.05.20), direct phone calls (29.05.20/01.06.20) and 'Wider Opening Home-School Agreement'	x	<input type="checkbox"/>	<input type="checkbox"/>
CYP and adults to move around the outside of school rather than through corridors where possible. Some corridors will be closed off.	One corridor in school closed off (Y4/5 classrooms) with table as physical barrier and signage also. All classrooms (except 1) have an external door which is to be used to them move around outside of building rather than through it. Classroom without an external door (Robinia) has its own designated entrance/exit next to the classroom (conservatory).	x	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to CYP that may need additional support to follow these measures	Consistent and regular reminders and modelling from staff. Pupils who are vulnerable/SEND will received additional support as necessary (see 'Vulnerable Pupils Risk Assessment' document)	x	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered with clear protocols shared with parents/carers and CYP.	Bubble timetables detail designated times and activities for each group as well as staggered drop-off and collection times and locations. Protocols, times and expectations shared with parents via letter (29.05.20), direct phone calls (29.05.20/01.06.20) and 'Wider Opening Home-School Agreement'.	x	<input type="checkbox"/>	<input type="checkbox"/>
Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent, they must follow social distancing guidelines. Protocols, times and expectations shared with parents via letter (29.05.20), direct phone calls (29.05.20/01.06.20) and 'Wider Opening Home-School Agreement'.	x	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact.	Verbal reminders given and signage to be displayed. Protocols, times and expectations shared with parents via letter (29.05.20), direct phone calls (29.05.20/01.06.20) and 'Wider Opening Home-School Agreement'.	x	<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)		x	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical.	All classrooms (except 1) have an external door which is to be used to them move around outside of building rather than through it. Classroom without an external door (Robinia) has its own designated entrance/exit next to the classroom (conservatory).	x	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously.	EYFS/Y1 play equipment organised into plastic boxes for storage and cleaning and not shared between groups. If equipment is to be shared across groups then it must be cleaned thoroughly before and after use (see 'Cleaning Schedule').	x	<input type="checkbox"/>	<input type="checkbox"/>
If early years groups are invited into school, staff will have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	Bubbles on no more than 8 pupils will have designated spaces in school and designated times in shared outdoor spaces. Bubbles will not mix.	x	<input type="checkbox"/>	<input type="checkbox"/>
Staff working in offices are adequately distanced, are on rota or are working from home.	Office space in school is accessed only by the admin team and leadership team (or cleaners once empty). Other staff must not enter	x	<input type="checkbox"/>	<input type="checkbox"/>

	this bubble. (Protocols shared with staff in 'Wider Opening Staff Handbook' (29.05.20)).			
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained.	Additional provision for access to a kettle, microwave etc. will be organised in 'stations' around school. H&S guidelines regarding trailing cables, access by pupils etc. will be followed.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and CYP encouraged to walk or cycle to their education setting where possible.	Expectations shared with parents via letter (29.05.20), direct phone calls (29.05.20/01.06.20) and 'Wider Opening Home-School Agreement'. Sustrans 'Back to School Advice for Parents' also to be shared with families (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	<a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>	x	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times.	1 pupil with taxi transport to school – Headteacher liaison with CYC transports contract team and Streamline (email 22.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers	Passenger Transport Assistants will be wearing PPE. Drivers will wear masks, and Passenger Transport Assistants masks and gloves. They have been fully briefed on hand and respiratory hygiene, and the correct procedures for "donning and doffing" PPE. Car windows will be open to allow free-flow of air. Areas of vehicles such as door handles, etc, will be wiped down with antibacterial wipes before and after each journey, and drivers and PTA's are issued with hand sanitiser.	x	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts		<input type="checkbox"/>	<input type="checkbox"/>	x
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	1 pupil with taxi transport to school – Headteacher liaison with CYC transports contract team and Streamline (email 22.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning</b>				
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this if necessary.	See 'Cleaning Schedule' document. Created with in-house cleaning staff (inc. caretaker and site manager) on 29.05.20.	x	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that CYP and adults are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal.	See 'Cleaning Schedule' document: 2 x cleaners with 27 hour contracts to follow timetable of cleaning throughout school each day including classroom 'sweeps' during the day when children/staff are not in the room (break times) to clean key contact points e.g. taps, desk surfaces and edges, door handles, pen pots etc.	x	<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.	See 'Cleaning Schedule' document: caretaker to clean electronic entry systems and keypads each morning.	x	<input type="checkbox"/>	<input type="checkbox"/>
Specific lidded and labelled bins will be allocated in each classroom for the disposal of used tissues, paper towels and cleaning materials. Bins will be emptied during and at the end of each day.	See 'Cleaning Schedule' document: 2 x cleaners with 27 hour contracts to follow timetable of cleaning throughout school each day including classroom 'sweeps' during the day when children/staff are not in the room (break times) to empty these bins.	x	<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.	See 'Cleaning Schedule' document: cleaning team to check stocks in classrooms and shared areas at the end of day and refill as necessary. If supplies run short throughout the day staff to notify the School Business Manager (Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20)).	x	<input type="checkbox"/>	<input type="checkbox"/>

Disposable tissues and paper towels are available in each room for both staff and CYP use.	See 'Cleaning Schedule' document: cleaning team to check stocks in classrooms and shared areas at the end of day and refill as necessary. If supplies run short throughout the day staff to notify the School Business Manager (Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20)).	x	<input type="checkbox"/>	<input type="checkbox"/>
Play equipment will be appropriate for use and cleaned between groups of children using it.	Rooms cleared of inappropriate equipment and furnishings ( <a href="#">DFE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> ) on 27.05.20 and 28.05.20. EYFS/Y1 play equipment organised into plastic boxes for storage and cleaning and not shared between groups. If equipment is to be shared across groups then it must be cleaned thoroughly before and after use (see 'Cleaning Schedule').	x	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it.	All outdoor equipment is 'out of bounds' (bark park EYFS outdoor provision and adventure playground), These areas are cordoned off and signage in place (protocol shared with staff in 'Wider Opening Staff Handbook' and expectations shared with parents via letter (29.05.20)). A box of plastic outdoor play toys will be allocated to each bubble and bubble staff are to ensure equipment is cleaned before and after use (protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20)).	x	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary items, particularly those that cannot be easily cleaned, will be removed from learning environments where there is space to store it elsewhere	Rooms cleared of inappropriate equipment and furnishings ( <a href="#">DFE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> ) on 27.05.20 and 28.05.20.	x	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed.		x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
CYP not to bring personal items in from home as this will reduce possible spread of the virus.	Expectations shared with parents via letter (29.05.20), direct phone calls (29.05.20/01.06.20) and 'Wider Opening Home-School Agreement'.	x	<input type="checkbox"/>	<input type="checkbox"/>
All CYP will each be issued with a water bottle for use in school. This will remain in school and at the end of the day cleaned ready for next use.		x	<input type="checkbox"/>	<input type="checkbox"/>
CYP bringing packed-lunches from home will keep them on their own designated work space for their own use.	Packed lunches must be in a disposable plastic bag or hard plastic packed lunch box (not fabric). Expectations shared with parents via letter (29.05.20), direct phone calls (29.05.20/01.06.20) and 'Wider Opening Home-School Agreement'.	x	<input type="checkbox"/>	<input type="checkbox"/>
Each CYP will be issued with a pencil, ruler and paper for use on their designated work space. Containers will be cleaned throughout the day and contents cleaned at the end of each day.	See 'Cleaning Schedule' document: 2 x cleaners with 27 hour contracts to follow timetable of cleaning throughout school each day including classroom 'sweeps' during the day when children/staff are not in the room (break times) to clean key contact points e.g. taps, desk surfaces and edges, door handles, pen pots etc. See 'Cleaning Schedule' document: Bubble staff to clean containers and contents of individual pencil pots at the end of each day	x	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently throughout the day including at the end of the day.	Each individual bubbles' outdoor toys and pupil chromebooks to be cleaned by staff and CYP before and after use. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books	Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<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		x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</b>				
Increased cleaning schedule and minimizing the use of shared resources.	See sections 'inadequate cleaning' and 'shared resources' above for more details.	x	<input type="checkbox"/>	<input type="checkbox"/>
Windows and doors to be left open workspaces to aid ventilation.	See section 'inadequate ventilation' for more details.			
Any CYP or staff member experiencing symptoms of coronavirus (a high temperature, a new, continuous cough or a loss/change to sense of smell or taste) or who has been in close contact with anyone suffering from symptoms, should not attend school.	Expectations shared with parents via letter (29.05.20), direct phone calls (29.05.20/01.06.20) and 'Wider Opening Home-School Agreement'. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).			
CYP (to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible.		x	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work.	Confidential individual details collated via YSAB Staff Declaration forms (leadership team access only).	x	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site.		x	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting but must adhere to and be supported with social distancing. Where possible, they will be supported to work from home.	Confidential individual details collated via YSAB Staff Declaration forms (leadership team access only).	x	<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.	Confidential individual details collated via YSAB Staff Declaration forms (leadership team access only).	x	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available here there is contact with diagnosed or suspected person with covid-19/	See Inadequate Personal Protection & PPE section of this risk assessment.	x	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Reminders given and signage to be displayed.	x	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a lidded bin immediately.	Lidded bins ordered for all work spaces throughout school. Signage to be displayed.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
If anyone becomes unwell with a new, continuous cough or a high temperature or changes in their sense of taste/smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance	<a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>	x	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Inclusion Support Office to be used for this purpose although no external ventilation (door to be left open at all other times to aid this). Inclusion Support Office not to be used at any other time – signage necessary.	x	<input type="checkbox"/>	<input type="checkbox"/>
If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	Disabled toilet next to Inclusion Support Office designated for this purpose. Not to be used at any other time – signage necessary.	x	<input type="checkbox"/>	<input type="checkbox"/>

PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	x	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital		x	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.		x	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.	Ensure door is left open following cleaning.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus or have been in close contact with anyone displaying symptoms.	School Business Manager to arrange and oversee visitors and suppliers. Expectations shared with parents via letter (29.05.20), direct phone calls (29.05.20/01.06.20) and 'Wider Opening Home-School Agreement'. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.	Test result to be shared with a member of the leadership team prior to readmission to school.	x	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms.	x	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	If anyone in the household develops a fever or a new continuous cough they are advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a> (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days). Expectations for self-isolation shared with parents via letter (29.05.20) and 'Wider Opening Home-School Agreement'. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean	Reminders given and signage to be displayed. Handwashing to be overseen by adults within each bubble as well as ensuring pupils only enter toilets 1 at a time to maintain social distancing. Expectations for self-isolation shared with parents via letter (29.05.20) and 'Wider Opening Home-School Agreement'. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
Everyone on site reminded that they must try not to touch their faces, eyes, nose etc.	Verbal reminders given. Expectations shared with parents via letter (29.05.20) and 'Wider Opening Home-School Agreement'. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>

The 'catch it, bin it, kill it' approach is promoted for good respiratory hygiene.	Reminders given and signage to be displayed. Expectations shared with parents via letter (29.05.20) and 'Wider Opening Home-School Agreement'. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	Expectations shared with parents via letter (29.05.20) and 'Wider Opening Home-School Agreement'. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20). <a href="#">Guidance on hand cleaning</a>	x	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	Each bubble (except 2) has access to a sink within their designated base and stocks of soap and paper towels will be readily available. The rooms without sinks (Institute of Everything and Hall) will use those in nearest toilets. See 'Cleaning Schedule' document: shared toilets and sinks to be cleaned after breaks, after lunch and at the end of the day. Bubble sinks to be wiped down throughout the day during 'sweep cleans'.	x	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out. Paper towels will be present in all toilet and handwashing facilities.	See 'Cleaning Schedule' document: cleaning team to check stocks in classrooms and shared areas at the end of day and refill as necessary. If supplies run short throughout the day staff to notify the School Business Manager (Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20)). Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
PPE will need to be worn by a member of staff if a CYP becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Disposable gloves and provided in class first aid provision. Wider PPE kept in a secure cupboard in the school office.	x	<input type="checkbox"/>	<input type="checkbox"/>
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE.	Supply of PPE to be delivered to school by CYC 27.05.20. Additional PPE ordered by school.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by Google Meet or alternative online provision.	School Business Manager to arrange and oversee.	x	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site.		x	<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.		x	<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 type="checkbox"/>	x	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				

Ventilate spaces with outdoor air.	Staff to open windows on arrival to designated work spaces and Site Manager/Caretaker to open windows in corridors/shared spaces as part of morning routine. Protocols shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings).		x	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied.	Site Manager/Caretaker to open toilet windows as part of morning routine. Protocol shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air.		<input type="checkbox"/>	<input type="checkbox"/>	x
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 to prop bubble doors open on arrival to designated work spaces (request door stoppers from Site Manager if necessary and Site Manager/Caretaker to prop open doors in corridors/shared spaces as part of morning routine. Protocols shared with staff in 'Wider Opening Staff Handbook' (29.05.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire and Intruder Alarms and Emergencies, Including Lockdown</b>				
All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people).	Information and reminders to be given on staff training day 01.06.20 alongside information in new staff handbook (29.05.20/01.06.20). Mock emergency evacuation w.b. 01.06.20.	x	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available.		x	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details.		x	<input type="checkbox"/>	<input type="checkbox"/>
<b>School Activities</b>				
CYP will try not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by explaining in an age appropriate way.	Expectations shared with parents via letter (29.05.20) and 'Wider Opening Home-School Agreement'.	x	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts	See sections 'inadequate cleaning' and 'shared resources' above for more details.	x	<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 x	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures?		High <input type="checkbox"/>	Med x	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures?		Yes x	No <input type="checkbox"/>	

Have you identified any further control measures needed to control the risk and recorded them in the action plan?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>ACTION PLAN</b> (insert additional rows if required)		<b>To be actioned by</b>	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>	<b>Date</b>	
<b>There is separate risk assessment for the kitchen as we cater in-house</b>	<b>Lisa Green and Matt Cottingham</b>	<b>27.05.20</b>	
<b>Staff handbook revised to share new expectations and revisit those already in place. Shared with all staff.</b>	<b>Nicola Jones</b>	<b>29.05.20</b>	
<b>PPE ordered and stored securely</b>	<b>Lisa Green</b>	<b>29.05.20</b>	
<b>Additional cleaning materials ordered and stored securely.</b>	<b>Lisa Green and Steve Scaife</b>	<b>29.05.20</b>	
<b>Disinfectant spray bottles and disposable tissue readily available around school for adult use.</b>	<b>Lisa Green and Steve Scaife</b>	<b>29.05.20</b>	
<b>Classroom furniture and resources organised including items removed as necessary.</b>	<b>George Gardiner and Kristine Procter</b>	<b>29.05.20</b>	
<b>Desks and stationery pots allocated and labelled.</b>	<b>Teachers/teaching assistants</b>	<b>First day in class</b>	
<b>Classroom first aid kits reviewed and stocked up.</b>	<b>Lisa Green</b>	<b>29.05.20</b>	
<b>Signage in and around school</b>	<b>Nicola Jones</b>	<b>29.05.20</b>	
<b>Daily cleaning schedule created and shared with staff.</b>	<b>Lisa Green</b>	<b>29.05.20</b>	
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment	<b>High</b> <input type="checkbox"/>	<b>Med</b> <input checked="" type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
<b>Assessor(s):</b>	<b>John Kesterton (Chair of Governors)</b>	<b>Signature(s):</b>	
<b>Position(s):</b>	<b>Nicola Jones (Acting Headteacher)</b>		
<b>Date:</b>	<b>26.05.2020</b>	<b>Review Date:</b>	<b>05.06.20</b>
<b>Distribution:</b> all staff and governors, City of York Council, any other stakeholders visiting school site.			

	<i>Risk rating</i>		<i>Action</i>
	<b>HIGH</b>		<b>Urgently review/add controls &amp; monitor, notify H&amp;S Team (if Likely or Highly Likely – stop work, seek competent advice)</b>
	<b>MEDIUM</b>		<b>Review/add controls (as far as reasonably practicable) &amp; monitor</b>
	<b>LOW</b>		<b>Monitor control measures</b>

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