

Activity/ Situation	Full Opening Of Clifton Green Primary School (including Breakfast and After School Club) – September 2020 (Updated 02.09.2020)				
Location	Clifton Green Primary School				
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	
HAZARD(S)	<ul style="list-style-type: none"> <li>✗ Stakeholders Misunderstanding of New Protocols, Expectations and Safety Measures in School</li> <li>✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed <ul style="list-style-type: none"> <li>✗ Social Distancing Measures Not Followed During Travel to and from School <ul style="list-style-type: none"> <li>✗ Inadequate Cleaning/Sanitising</li> <li>✗ Shared Resources</li> </ul> </li> </ul> </li> <li>✗ Staffing &amp; Spread of Coronavirus to Staff, Children and Families, Visitors and Contractors <ul style="list-style-type: none"> <li>✗ Site User Becoming Unwell</li> <li>✗ Site User Developing Symptoms</li> </ul> </li> <li>✗ Inadequate Hand Washing/Personal Hygiene <ul style="list-style-type: none"> <li>✗ Inadequate Personal Protection &amp; PPE</li> </ul> </li> <li>✗ Visitors, Contractors &amp; Spread of Coronavirus <ul style="list-style-type: none"> <li>✗ Inadequate Ventilation</li> <li>✗ School Activities</li> </ul> </li> </ul>				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<b>Stakeholders Misunderstanding of New Protocols, Expectations and Safety Measures in School</b>					
<b>All staff and governors to read and sign risk assessment.</b>		<ul style="list-style-type: none"> <li>• This risk assessment has been created in conjunction with a leadership/governors. The governors will give consent (via meeting notes and email confirmation) for the final document to be issued to all stakeholders (via website and email circulation).</li> <li>• Staff will be given the opportunity to read RA and give feedback ahead of and during the training day on Monday 7<sup>th</sup> September. A first draft will be circulated on 17.07.20 with any subsequent versions shared (re-shared</li> </ul>	x	☐	☐

	02.09.20) <ul style="list-style-type: none"> <li>LA feedback on Risk Assessment to be sought from 1<sup>st</sup> draft (received 30.07.20).</li> <li>Risk assessment to be shared with trade union representative (02.09.20).</li> </ul>			
Expectations shared with staff via a revised staff handbook to be distributed alongside the risk assessment and home-school agreement.	See 'Staff Handbook – Revised Sept. 2020' and 'Home-School Agreement – Sept. 2020' (shared 02.09.20)	x	<input type="checkbox"/>	<input type="checkbox"/>
Expectations shared with parents and children via: - a revised home-school agreement - detailed letter - final risk assessment.	See 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20.	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 receive additional support as necessary including the use of social stories (see 'Vulnerable Pupils Risk Assessment' document and individual amended EHCPs (x14)).	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>				
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 generally only those within the group.	Y1-6 to operate in phase predominantly year group 'bubbles'. Y1-6 bubbles will mix in phases (see below) during lunch and break times (outside) and for toilet access.  Year 1 and Year 2 = 114 pupils (main cross-year contact during lunch and afternoon break outside) Year 3 and Year 4 = 107 pupils (main cross-year contact during morning and lunch break outside) Year 5 and Year 6 = 113 pupils (main cross-year contact during morning and lunch break outside).  Teachers and other staff may operate outside of their usual 'bubbles', whilst maintaining social distancing (ideally 2m), in order to provide inclusion support and facilitate the delivery of the school timetable. Siblings may be in different groups.  FS1 and FS2 to operate in group 'bubbles' according to their year group (max. 57 pupils per 'bubble'). This will enable staff to utilise continuous provision and provide high quality Early Years learning.  FS1, FS2 and Year 1 classrooms will have enhanced cleaning/isolation of resources and handwashing will be essential throughout the day (see 'Inadequate Handwashing' and 'Inadequate Cleaning' section below) to	x	<input type="checkbox"/>	<input type="checkbox"/>

	mitigate any risks associated with shared resources and continuous provision.			
Children are kept in their bubble groups for the majority of the classroom time, but are allowed to mix into wider groups for specialist tuition, interventions, transport and wraparound care.	Class/year group lists are held on Integris and staffing arrangements can be found within 'Staffing 2020' (details which staff work within which year groups at which times.	x	<input type="checkbox"/>	<input type="checkbox"/>
Wraparound care is offered in the form of Breakfast and After School Club and follows the principles within this Risk Assessment as well as DfE guidance, ' <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19)</a> '.	See 'Breakfast and After School Club Risk Assessment' and operational guidelines (shared with parents 02.09.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
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.	Any other contact outside of the usual year group plans will be documented in the 'Staff and Pupil Close Contact Log' detailing which children and adults were in contact, date and whether contact was direct or within 1m for over 15 mins.	x	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, groups are kept apart from other groups.  Within the classroom a distance between people is maintained so far as reasonably practical. It is recognised that younger children of primary school age will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.7), 'Home-School Agreement – Sept. 2020' and letter to parents dated 17.07.20 and 02.09.20.	x	<input type="checkbox"/>	<input type="checkbox"/>
Interaction between groups and sharing of rooms and social spaces between groups will be reduced as much as possible. Break times and lunch times are staggered so that all pupils are not moving around the school at the same time.  The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building. Children and staff will wash their hands following movement between rooms.	Break and lunch rotas enable phase 'bubbles' (Y1-6) and year group 'bubbles' (EYFS) to share dining and play spaces. See 'Break and Lunch' rotas.  See timetables for other shared spaces e.g. library, main hall and Institute of Everything. 'Bubble' groups are not to mix in these spaces.	x	<input type="checkbox"/>	<input type="checkbox"/>
The number of children and adults who use toilet blocks 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.  FS1, FS2 and Year 1 have year group specific toilet blocks.  Year 2, Year 3 and Year 4 will share a toilet block (cubicles and sinks will be designated to Y2 and Y3/4 to ensure that phase 'bubbles' have their own toilets and sinks).  Year 5 and Year 6 will share a toilet block (phase 'bubble').  Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020' (p.13).	x	<input type="checkbox"/>	<input type="checkbox"/>

Surfaces in shared intervention spaces in school to be cleaned by staff before and after use. Children to take personal resources (provided by the school) to these spaces rather than using shared equipment.	Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020' (p.3).	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children. They avoid close face-to-face contact and limit time spent within 1 metre of anyone to less than 15 minutes in duration.  Staff will work side on to pupils as opposed to face-to-face whenever possible.  Staff room use is staggered in line with 'bubble' break times and furniture is arranged to promote social distancing.	Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020' (p.7)	<b>x</b>	<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 this bubble. (Protocols shared with staff in 'Staff Handbook – Revised Sept. 2020').	<b>x</b>	<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.  Staff engaging in intimate care duties with children will wear usual PPE.	Expectations shared with staff via direct contact between Inclusion Lead and relevant staff alongside EHCP and MSP documentation.  Intimate care policy available on school Google Drive and website and PPE expectation shared in 'Staff Handbook – Revised Sept. 2020' (p.8).	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils in FS1, FS2 and Y1 will be encouraged to work side-by-side rather than face-to-face with one another.  Pupils in Y2-6 are seated at desks side-by-side and facing forwards rather than face-to-face or side on. Children will generally use the same desk space each day.  Unnecessary furniture has been moved out of classrooms to make more space.	In Years 2-6, classroom seating will be arranged in rows/arches to limit face-to-face contact between pupils.  Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.8), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20.  Teaching teams and premises staff to work in collaboration to prepare classrooms ahead of opening to pupils 09.09.20.	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>
'Bubbles' will make use of outdoor spaces where possible and shared areas such as Clifton Wood and The Allotment will be timetabled to groups.	'Bubble' groups are not to mix in shared outdoor areas. Clifton Wood and the Allotment to be booked for use via the school calendar.  Staff to arrange short visits to local, COVID-19 secure sites e.g. Homestead Park within 'bubble' groups to enhance the curriculum, provide educational opportunities and embrace time outside of the classroom.	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.9), 'Home-School Agreement – Sept. 2020' and letters to parents dated	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact.</p>	<p>17.07.20 and 02.09.20.</p> <p>Protocols include:</p> <ul style="list-style-type: none"> <li>- Staggered start and end times according to children's surname initial to reduce number of people arriving/leaving via main playground (3 x 10min drop off 'windows' for Y2-6).</li> <li>- Y1 to arrive/leave via door next to Children's centre (parents drop off at wooden gate) during flexible drop-off between 8:30am-9:00am.</li> <li>- FS1/FS2 to arrive/leave via EYFS playground during flexible drop-off between 8:30am-9:00am.</li> <li>- Families not to travel around the external paths of the building. Drop children off at designated points then leave site. If children in one family are assigned to more than one drop-off point due to 'bubbles', then school will agree with each family which single point to use and staff will support children in reaching appropriate rooms from there.</li> <li>- Children will go straight into classrooms and settle to morning tasks. They will not line up on the playground as they have done previously.</li> </ul> <p>Children should only be accompanied by one adult where possible.</p> <p>Where children arrive late to school or need to arrive/leave during the school day, they will use the main entrance at the front of school. Their arrival/departure will be monitored by the admin team and children will use the accessible toilet in the main entrance to wash their hands on arrival/before departure. Children will be escorted by a member of the admin team to their classroom to effectively manage any contact with bubbles outside of their own.</p> <p>Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.10), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20.</p>	<p>x</p>	<p>□</p>	<p>□</p>
<p>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).</p>	<p>Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.10), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).</p> <p>All visitors to school will read updated welcome guidelines on arrival which share expectations regarding Health and</p>	<p>x</p>	<p>□</p>	<p>□</p>

	Safety and safeguarding and details collated as per the section of this risk assessment titled, 'Visitors, Contractors & Spread of Coronavirus'. Visitors are made aware that this information may be passed on to NHS Test and Trace if necessary. Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020' (p.14).			
External entrances to classrooms are used where practical and staff/children use outdoor spaces to travel around the building as appropriate.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.9), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	x	<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.  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.	'Healthy Lives' leadership team in school to review <a href="#">guidance on the phased return of sport and recreation</a> and advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a> to create bespoke school guidelines for staff. To be shared with all staff on the training day 07.09.20.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and pupils are encouraged to walk or cycle to their education setting where possible.	CGPS selected to engage with CYC Travel to School project with Christine Packer (Travel Plan Officer). 'Healthy Lives' leadership team to lead throughout school.	x	<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.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.14), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11. These must be removed on arrival to school and either disposed of safely or put in a bag. Users must wash hands after removing face coverings.	World Health Organization advice, ' <a href="#">When and How to Use Masks</a> ' to be shared with all children, families and staff (02.09.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b> – Refer to <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> throughout this section				
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.	See 'Cleaning Schedule' document: enhanced cleaning staff throughout day to follow timetable of cleaning throughout school 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"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal		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	See 'Cleaning Schedule' document: enhanced cleaning staff throughout day to follow timetable of cleaning throughout	x	<input type="checkbox"/>	<input type="checkbox"/>

emptied during and at the end of each day.	school including classroom 'sweeps' during the day when children/staff are not in the room (break times) to empty these bins.			
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 'Staff Handbook – Revised Sept. 2020' p.3-4).	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 'Staff Handbook – Revised Sept. 2020' p.3-4).	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 organised into plastic boxes for storage and cleaning as appropriate. If equipment is to be shared across groups, it must be cleaned thoroughly before and after use (see 'Cleaning Schedule').	x	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment can be used as long as children wash their hands after and cleaning is carried out between groups using it.	Protocol shared with staff in 'Staff Handbook – Revised Sept. 2020 p.3-4'.	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.	High-touch areas to be cleaned by classroom staff frequently throughout the day (when children are not present). Expectation shared with staff in 'Staff Handbook – Revised Sept. 2020 (p.3-4).	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
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 be issued with a plastic zip-lock bag containing frequently used items such as pencils, whiteboard etc. These items are not to be shared.	x	<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.	See 'Cleaning Schedule' document: 'bubble' staff to ensure that shared resources are cleaned/quarantined as appropriate (see 'Staff Handbook – Revised Sept. 2020' p.3-4).	x	<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.		x	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (as per existing school policy) in to school. Children are encouraged to bring their own water bottle to school although cups will be available in each classroom and cleaned following each use.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020 (p.10)', 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
		x	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home,	Expectations shared with staff via: 'Staff Handbook –	x	<input type="checkbox"/>	<input type="checkbox"/>

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.	Revised Sept. 2020 (p.3)'.  			
Devices/ laptops/tablets etc. that are brought from home to school and back again by adults or children are cleaned at the start and end of the day.	Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020' (p.4).	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' below for more details.	x	<input type="checkbox"/>	<input type="checkbox"/>
Contact with individuals who are unwell is minimised by ensuring that all adults and children in the following categories do not attend school: - those who have coronavirus (COVID-19) symptoms (adults and children); - those who have someone in their household who has coronavirus (COVID-19) symptoms; - those who have tested positive for coronavirus (COVID-19) in the last 7 days.	More details from central government regarding symptoms and testing can be found here: <a href="#">NHS Test and Trace and How it Works'</a> .	x	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 <sup>st</sup> August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible	<a href="#">Clinically extremely vulnerable</a>  <a href="#">Clinically-vulnerable people</a>  Individual risk assessments are needed and guidance must be sought. LG (School Business Manager) to speak directly to all affected w.b. 06.07.20 and individual risk assessments created as necessary (Sept. update - 4 individual risk assessments developed with staff).	x	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible.		x	<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.	Admin team to liaise with 'Work with Schools' to ensure that supply staff can be utilised safely and appropriately.  All visitors to school will read updated welcome guidelines on arrival which share expectations regarding Health and Safety and safeguarding and details collated as per the section of this risk assessment titled, 'Visitors, Contractors & Spread of Coronavirus'. Visitors are made aware that this information may be passed on to NHS Test and Trace if necessary. Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020' (p.14).  Admin team to contact peripatetic music teacher to make	x	<input type="checkbox"/>	<input type="checkbox"/>

	arrangements for the Autumn term in line with this Risk Assessment.			
PPE will be worn where there is contact with diagnosed or suspected person with coronavirus (COVID-19) in order to minimise the risk of spreading.	See Risk Assessment sections: 'Site User Becoming Unwell' and 'Inadequate Personal Protection and PPE'.	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. Promotion of 'Catch it, Bin it, Kill it' throughout school.	x	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a lidded bin immediately.	Lidded bins within all work spaces throughout school for tissues/paper towels. Signage to be displayed and verbal reminders given.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
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. They should also 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.	<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>  <a href="#">Coronavirus (COVID-19): getting tested</a>	x	<input type="checkbox"/>	<input type="checkbox"/>
If unwell child/adult 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 child 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. Individual workrooms in Kingswater corridor to be used for this purpose and isolated as appropriate.	x	<input type="checkbox"/>	<input type="checkbox"/>
If unwell child/adult 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.	Accessible toilet next to Inclusion Support Office designated for this purpose. Closed off to use by others if in use.	x	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil/adult while they await collection if a distance of 2 metres cannot be maintained (such as for a very young person or a person 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 child/adult is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital	Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020' (p.5-6).	x	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with symptoms of COVID-19, they do not need to go home to self-isolate unless they develop symptoms themselves (and in which case, a test is available) or if the child/adult who has been cared for tests positive or if they have been requested to do so by NHS Test & Trace.	Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020' (p.6).	x	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020 (p.8)', 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	x	<input type="checkbox"/>	<input type="checkbox"/>

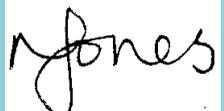
The areas around the person with symptoms must be cleaned thoroughly after they have left to reduce the risk of passing the infection on to other people.	See: <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> for further details regarding cleaning.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
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 children must not come into 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.	See: <a href="#">Coronavirus (COVID-19): getting tested</a> for more information regarding testing.  Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.7), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	x	<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).	See: <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>	x	<input type="checkbox"/>	<input type="checkbox"/>
Parents/carers and staff are asked to inform the school immediately of the results of a test.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020', 'Home-School Agreement – Sept. 2020' (p.7) and letters to parents dated 17.07.20 and 02.09.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
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.	Expectations shared with children, families and staff via letters to parents dated 17.07.20 and 02.09.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests positive, they should follow the <a href="#">'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</a> 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.	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.	x	<input type="checkbox"/>	<input type="checkbox"/>
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.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.7), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
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.	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).	x	<input type="checkbox"/>	<input type="checkbox"/>

	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.			
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/children/cleaners/contractors etc. will be reminded to wash their hands regularly including before leaving home, on arrival at the premises, when they return from breaks and before/after eating.  The school has considered whether they have enough hand washing 'stations' available so that all pupils and staff can clean their hands regularly.  All site users will also need to wash their hands after 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.  LG (School Business Manager) to audit the number of sinks in each toilet block and then order more facilities if necessary ( <b>awaiting additional sink for Y1 area</b> ).  Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.8), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap and water for a minimum of 20 seconds.	Reminders given and signage to be displayed. Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.8), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone on site reminded that they must try not to touch their faces, eyes, nose etc.	Reminders given and signage to be displayed. Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.8), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	<b>x</b>	<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 children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.8), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and children 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, 'Staff Handbook – Revised Sept. 2020' (p.8)).	<b>x</b>	<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: enhanced cleaning staff throughout day to follow timetable of cleaning throughout school including classroom 'sweeps' during the day when children/staff are not in the room (break times) to empty these bins.	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out. Paper	See 'Cleaning Schedule' document: cleaning team to check	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>

towels will be present in all toilet and handwashing facilities.	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, 'Staff Handbook – Revised Sept. 2020' p.7).  Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk.			
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, have been updated in order to support these pupils and the staff working with them.	PV (AHT and Inclusion Lead) to liaise with staff, children and families to create risk assessments for children as necessary. 14 children have EHCPs which are stored on Integris for staff access and have been updated to reflect changes related to a return to school.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are not to be used in school 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.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.8), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).	x	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a child/adult 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 child/adult 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.  Initial supply of PPE from CYC received by school on 27.05.20. and a further supply will be delivered to school from DfE (delivery expected from 26.08.20).  Additional PPE ordered and received by school.  Wider PPE (goggles, face masks, aprons, visors etc.) kept in a secure cupboard in the school office and accessed upon request. A full set of PPE with guidelines for use will be kept in the accessible toilet in the Kingswater area of school which is close to the isolation spaces to be used if a child/adult is displaying symptoms of COVID-19.	x	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff who use face masks are required to remove face coverings on arrival at school.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.8), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20).  World Health Organization advice, <a href="#">'When and How to Use Masks'</a> to be shared with all children, families and staff 02.09.20.	x	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.8), 'Home-School Agreement – Sept. 2020' and letters to parents dated	x	<input type="checkbox"/>	<input type="checkbox"/>

	17.07.20 and 02.09.20). World Health Organization advice, <a href="#">'When and How to Use Masks'</a> to be shared with all children, families and staff 02.09.20.			
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.	Expectations shared with children, families and staff via: 'Staff Handbook – Revised Sept. 2020' (p.8), 'Home-School Agreement – Sept. 2020' and letters to parents dated 17.07.20 and 02.09.20). World Health Organization advice, <a href="#">'When and How to Use Masks'</a> to be shared with all children, families and staff 02.09.20.	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site.	Headteacher and School Business Manager to oversee. Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020 (p.14).	x	<input type="checkbox"/>	<input type="checkbox"/>
School will ensure that site guidance on physical distancing and hygiene will be explained to visitors and contractors on or before arrival.	Admin team to check welcome information is up-to-date and shared with all visitors and contractors on arrival to school.	x	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such.	Headteacher and School Business Manager to oversee. Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020 (p.14).	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.	Headteacher and School Business Manager to oversee. Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020 (p.14).	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.	x	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors.	Admin team to create and maintain a suitable, confidential Google Sheet for use as a record of visitors to school (including name, company, date and time of visit, details of who they come into contact with in school and contact details). Visitors are made aware that this information may be passed on to NHS Test and Trace if necessary. Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020 (p.14).	x	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Ventilate spaces with outdoor air. Where possible, occupied room windows should be open.	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 'Staff Handbook – Revised	x	<input type="checkbox"/>	<input type="checkbox"/>

	Sept. 2020' (p.7)			
Keep toilet ventilation in operation as much as possible while building is occupied.	Expectations shared with staff via: 'Staff Handbook – Revised Sept. 2020' (p.7).	x	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air.	N/A	<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 classroom 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 'Staff Handbook – Revised Sept. 2020' (p.7).	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 x	Med <input type="checkbox"/>	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 x	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>August 2020</b>		
<b>Individual risk assessments created for vulnerable staff and children as appropriate.</b>	<b>Lisa Green and Penny Vity</b>	<b>August 2020</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>September 2020</b>		
<b>Handwashing facilities to be audited in school.</b>	<b>Lisa Green</b>	<b>August 2020</b>		
<b>Additional cleaning materials ordered and stored securely.</b>	<b>Lisa Green and Steve Scaife</b>	<b>August 2020</b>		
<b>Disinfectant spray bottles, cloths and disposable tissues readily available around school for adult use.</b>	<b>Lisa Green and Steve Scaife</b>	<b>August 2020</b>		
<b>Classroom furniture and resources organised including items removed as necessary.</b>	<b>All staff</b>	<b>August 2020</b>		
<b>Transparent, zipped bags ordered for individual pupil stationery.</b>	<b>Teachers/teaching assistants</b>	<b>First day in class</b>		
<b>Classroom first aid kits reviewed and stocked up.</b>	<b>Jess Galley</b>	<b>August 2020</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		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>

					<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"/>	
<b>Assessor(s):</b>	<b>Nicola Jones (Acting Headteacher)</b>	<b>Signature(s):</b>			
<b>Position(s):</b>					
<b>Date:</b>	<b>16.08.20</b>	<b>Review Date:</b>	<b>02.09.20</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>

