

Activity/ Situation	OPENING OF SCHOOL DURING NATIONAL LOCKDOWN (UPDATE - JANUARY 2021)				
Location	ELVINGTON CE PRIMARY SCHOOL				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
<b>HAZARD(S)</b>	<ul style="list-style-type: none"> <li>* Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>* Social Distancing Measures Not Followed During Travel to and from School</li> <li>* Inadequate Cleaning/Sanitising</li> <li>* Shared Resources</li> <li>* Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors *UPDATED*</li> <li>* Site User Becoming Unwell</li> <li>* Site User Developing Symptoms</li> <li>* Inadequate Hand Washing/Personal Hygiene</li> <li>* Inadequate Personal Protection &amp; PPE</li> <li>* Visitors, Contractors &amp; Spread of Coronavirus</li> <li>* Inadequate Ventilation</li> </ul> <p>This risk assessment is supported by the documents 'Preparation for full opening - September' and 'drop off and pick up routines'. It has been shared with all relevant stakeholders and approved by Elvington's FGB.</p>				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>					
<p><b>UPDATED:</b> It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this</p>		<p>In such cases, there are two options to consider:</p> <ul style="list-style-type: none"> <li>• a trained DSL (or deputy) from school can be available to be contacted via phone or online video, for example working from home</li> <li>• sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video)</li> </ul> <p>Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>UPDATED:</b> Educational Visits must not take place at this time	Actioned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> During the period of national lockdown, primary, secondary, alternative provision and special schools will remain open to vulnerable children and young people and the children of critical workers only (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate)	All other pupils should receive remote education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Every school will have a different number of children of critical workers who need to attend. There is no limit to numbers of these pupils who may attend and school does not limit attendance of these groups	Actioned – groups are kept as small as possible to reduce transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Where school has had to temporarily stop on-site provision on public health advice, the local authority has been informed to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so	Actioned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	School will work in class bubbles and staffing will remain consistent with a class teacher and TA. One member of staff (Mrs Marjoram) and the Head (Mr Buttery) will be floaters for SEN and PPA. <b>Class 1</b> – Miss Rushmer and Mrs Watson <b>Class 2</b> – Miss Palmer, Mrs Harvie/Mrs Grayson <b>Class 3</b> – Mrs Granger and Mrs Grayson <b>Class 4</b> – Mrs Ingle and Mrs Challis <b>Class 5</b> – Mrs Haffey and Mrs Bailey <b>The aforementioned are reduced to two groups in this lockdown (EYFS/KS1 &amp; KS2).</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. <i>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they</i>	Attendance registers and seating layouts retained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i>				
<b>UPDATED:</b> Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small	Actioned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Actioned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	All surfaces are wiped down if a shared room is used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Actioned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for <b>wraparound care and transport, etc.</b>	This will not be necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	A covered outside area will be made available for siblings in different year groups to be dropped off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	<b>PPA Cover</b> <b>Wednesday afternoon</b> Mrs Rushmer - covered by Mr Buttery & Mrs Marjoram Mrs Palmer - covered by Mrs Marjoram & Mr Buttery <b>Thursday afternoon</b> Mrs Granger - covered by Mr Buttery & Mrs Marjoram Mrs Ingle - covered by Mrs Marjoram & Mr Buttery <b>Friday afternoon</b> Mrs Haffey - covered by Mrs Marjoram <b>Subject Leader Cover</b> Mrs Marjoram on alternating Friday ams (to be formalised at start of each half term). <b>KS2 Interventions</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Mrs Bailey during pms (separate timetable).			
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Contact will be minimised between individuals and social distancing maintained wherever possible. Face coverings in indoor areas outside the classroom should be used by staff and visitors. <b>See Inadequate personal protection section of this RA.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	This will be supported by classroom layout and pupil positioning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Adults avoid close face to face contact and limit time spent within 1 metre of anyone. <b>Direct close contacts</b> = face to face contact with an infected individual for <b>any length of time</b> , within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). <b>Proximity contacts</b> = extended close contact (within 1 to 2 metres for more than 15 minutes either as a one off contact or added up together over one day) with an infected individual.	Minimising contact between individuals and maintaining social distancing wherever possible. <a href="#">Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	The children's classrooms will be arranged differently, resulting in pupils sitting side by side and facing forwards, rather than face to face or side on.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	The children's classrooms will be arranged differently, resulting in pupils sitting side by side and facing forwards, rather than face to face or side on.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	Pupils will be forward facing so if closer interaction is needed, staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	will assist from the side practicing social distancing where possible.			
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	This will continue, minimising contact between individuals and maintaining social distancing wherever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. <a href="#">Our guidance on supporting pupils at school with medical conditions</a> remains in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Classrooms have been rearranged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	Whole-school Collective Worship and Sharing Assemblies will not take place due to guidance that groups should be kept apart. Collective Worship and sharing of certificates will still take place in class bubbles and via Google Meets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Walky-talkies will be used to facilitate communication and ensure there are no conflicting movement of groups. Timetables have been arranged and shared to avoid any clashes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	<b>Class 1 pupils -</b> Arrive 8.10am - 8.20am Collected 2.30-2.40pm. <b>Class 2 pupils –</b> Arrive 8.20am - 8.30am. Collected 2.40 - 2.50pm. <b>Class 3 pupils –</b> Arrive 8.30am - 8.40am. Collected 2.50pm - 3pm. <b>Class 4 pupils –</b> Arrive 8.40am - 8.50am. Collected 3pm - 3.10pm.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Class 5 pupils –</b> Arrive 8.50am - 9am. Collected 3.10 - 3.20pm.			
<b>UPDATED:</b> All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time.	This will reduce the amount of people assembling in and around the school grounds and will help with social distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	<a href="http://www.elvingtonprimary.org.uk/general/face-coverings">www.elvingtonprimary.org.uk/general/face-coverings</a> & <a href="http://www.elvingtonprimary.org.uk/general/preparation-for-full-opening-september">www.elvingtonprimary.org.uk/general/preparation-for-full-opening-september</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use, <b>only one adult per family should enter school grounds to drop off or collect</b> )	<b>At the start of the day –</b> Parents/carers instructed to line up using marked dividers on pavement at Elvington Lane entrance, in allotted time slot for child's year group. Children to be handed over at school gate to a member of staff Parents/carers not permitted on school site and only allowed in school building when strictly necessary, by appointment. <b>At the end of the day -</b> Parents/carers advised to arrive at earliest possible listed time for child's year group and line up on the pavement outside school, respecting social distancing measures. Their child will be returned to them when they reach the front of the parent/carer line. To reduce contact between different groups of children/adults, this will be a one way system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	A request to wear face coverings was issued on Friday 6 <sup>th</sup> November - <a href="http://www.elvingtonprimary.org.uk/general/face-coverings">www.elvingtonprimary.org.uk/general/face-coverings</a>			
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)	As above. A letter with strict protocols has been issued to all parents/carers. <a href="http://www.elvingtonprimary.org.uk/general/preparation-for-full-opening-september">www.elvingtonprimary.org.uk/general/preparation-for-full-opening-september</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	All classrooms have external entrances and will be used where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	<p><b>Morning Break</b></p> <p><b>Class 1 pupils:</b> 10.00am-10.15am, split from Class 2.</p> <p><b>Class 2 pupils:</b> 10.00am to 10.15am, split from Class 1.</p> <p><b>Class 3 pupils:</b> 10.20am to 10.35am</p> <p><b>Class 4 pupils:</b> 10.40am to 10.55am</p> <p><b>Class 5 pupils:</b> 10.40am to 10.55am, split from Class 4</p> <p><b>Afternoon break</b></p> <p><b>Class 1 pupils:</b> 2pm to 2.15pm, split from Class 2</p> <p><b>Class 2 pupils:</b> 2pm to 2.15pm, split from Class 1</p> <p><b>Class 3 pupils:</b> 2pm to 2.15pm, split from other classes</p> <p><b>Class 4 pupils:</b> 2pm to 2.15pm, split from other classes</p> <p><b>Class 5 pupils:</b> 2pm to 2.15pm, split from other classes</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	<p><b>In the Hall</b></p> <p><b>Class 1:</b> 11.20-11.40am</p> <p><b>Class 2:</b> 11.40-12.00pm</p> <p><b>Class 3:</b> 12.00-12.20pm</p> <p><b>Class 4:</b> 12.20-12.40pm</p> <p><b>Class 5:</b> 12.40-1.00pm</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	All classes follow lunch with half an hour on playground or field – split from other classes.			
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other.	Only 1 member of staff uses the kitchen at any one time. Seating in Staff Meetings is socially distanced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	This is in place. A weekly email is also used to encourage communication with all staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people)	Breakfast club continues to run each day. A decision on staff operated after school clubs will be made after <b>February half term</b> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools work closely with any external wraparound providers which their pupils pay use to ensure, as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day.	We continue to work closely with Elvington Out of School Club.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is not possible or it is impractical to group children in the same bubbles as they are in during the school day, schools and external providers group children with others from outside their school day bubble (or from a different school where children from multiple schools are attending provision) keep children in small, consistent groups with the same children each time.	This does not impact our provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> School can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, to advise on the protective measures providers should put in place for the duration of the national lockdown to ensure they are operating as safely as possible	<a href="#">Protective measures for holiday or after school clubs and other out of school settings for children during the covid-19-outbreak</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> School may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children	Breakfast Club will continue in the hall...	<input checked="" type="checkbox"/>	<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	Promoted via communications - <a href="https://twitter.com/CityofYork/status/1326434814627618816">twitter.com/CityofYork/status/1326434814627618816</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	<a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
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	Enhanced cleaning measures have been introduced and school are ensuring these are followed at all times. The cleaning staff hours have been adjusted to cope with the extra demand and need.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	These are cleaned regularly throughout the day as above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	These are done by the cleaning staff before the children arrive and when they have left.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Yes – lidded bins are used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	These are checked by the Site Manager and supplies requested from the Admin Officer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Play equipment is cleaned after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned (including all resources used inside and outside by wraparound care providers)	Equipment is cleaned by staff throughout the day after use by children and daily by the cleaner. Minimal play equipment is available at this time.	<input checked="" type="checkbox"/>	<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	Pencils or pens will continue to be used only by one member of staff or pupil, and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Classroom based resources, such as books and games, can be used and shared within the <b>group</b> ; these are cleaned regularly, along with all frequently touched surfaces	Classroom-based resources, such as books and games, will be used and shared within a bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared <b>groups</b> , such as sports, art and science equipment should be cleaned frequently and meticulously and always between <b>groups</b> , 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 <b>groups</b>	This has been communicated to all members of staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Parents/carers have been advised to limit the amount of equipment their children bring into school each day, to essentials such as lunch boxes/snack, hats, coats, PE kits and reading books.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	PE kits will come into school on a Monday and return home on a Friday – or sooner, were possible. Reading books will be provided once a week (on a Monday), and should be returned on a Friday. This will allow 48 hours before the books are passed onto another child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	No devices will be brought from home to school.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring pupils, staff and other adults do not come into school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 7 days, and ensuring anyone developing symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>School recognises that if they have two or more confirmed cases within <b>10</b> days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak and must continue to work with their local HPT who will be able to advise if additional action is required</p>	<p>This will be actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>UPDATED:</b> Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission.</p>	<p>In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>UPDATED:</b> Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high</p>	<p><a href="#">New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>UPDATED:</b> Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace</p>	<p>Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>UPDATED:</b> Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible</p>	<p>People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>UPDATED:</b> Clinically vulnerable staff can continue to attend school where it is not possible to work from home While in school they should follow the specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory</p>	<p>Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

hygiene, minimising contact and maintaining social distancing.	Adults should continue to take care to socially distance from other adults including older children and adolescents			
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the COVID-19 Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review <a href="#">RCOG Q&amp;A -covid-19-virus-infection-and-pregnancy</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Supply staff and other temporary workers can move between schools. Where it is <b>necessary</b> to use supply staff and welcome visitors to school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk and schools should ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed	<i>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year</i> The school does not expect to use supply staff due to other capacity. Any peripatetic teachers or consultants will adhere to school procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	With minimal contact and only when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with Covid-19	School has been provided with ample PPE from the City of York service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Site User Becoming Unwell</b>				
<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> 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</p>	<p>The school will adhere to the following; <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>To be monitored by staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p>See Inadequate Personal Protection &amp; PPE section of this risk assessment.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>	<p>Actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Any members of staff who has provided <b>close contact</b> to someone with symptoms <b>even while wearing PPE</b> and <b>all other members of staff or</b> pupils who have been in close contact with <b>that person with symptoms, do not</b> need to go home to self-isolate unless;</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>• they are requested to do so by NHS Test &amp; Trace <b>advice service (or PHE local health protection team if escalated).</b></li> </ul>	<p>Actioned if/when necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	This will be done in adherence with the following; <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<input checked="" type="checkbox"/>	<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 <a href="#">book a test</a> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including under 5's, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	This has been communicated frequently to staff, parents/carers. <i>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter has been provided to schools, on the advice of the health protection team, to send to parents and staff if needed</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School have received an initial supply of 10 home <b>PCR (polymerase chain reaction)</b> test kits and information about how to order to replenish this supply when they are running out	School should call the Test and Trace helpdesk on 119 if these have not arrived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School determines how to prioritise the distribution of their <b>PCR</b> test kits in order to minimise the impact of the virus on the education of their pupils.	Test kits sent to schools are provided to be used in exceptional circumstances when an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents/carers collecting a child who has developed symptoms at school. In particular, these tests kits will help ensure that symptomatic staff can get a test and if negative, can return to work as soon as they no longer have symptoms. Further information is provided in our guidance <a href="#">Coronavirus (COVID-19): test kits for schools and FE providers</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</p>	<p>This has been communicated to staff, parents/carers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>This has been communicated frequently to staff, parents/carers. <b>*updated*</b> Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>UPDATED:</b> Where pupils who are self-isolating are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p>School should notify their social worker. School leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>This has been communicated frequently to staff, parents/carers. Schools must not share the names/details of people with coronavirus unless essential to protect others.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests negative for coronavirus (COVID-19) then they should stay home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case when they will need to self-isolate for 14 days from the date of that contact.</p>	<p>This has been communicated frequently to staff, parents/carers. Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus who starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, must remain in isolation for the remainder of the <b>10-day</b> isolation period</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If someone with symptoms 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 <b>10</b> days from the onset of their symptoms, returning to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. <i>This is because a cough or anosmia can last for several weeks once the infection has gone.</i> The <b>10</b>-day period starts from the day they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full <b>10</b> days</p>	<p>School will take swift action when they become aware that someone who has attended has tested positive for coronavirus and will follow the process outlined on the flow chart produced. They will contact the local HPT and acknowledge that the HPT will also contact them directly if they become aware that someone who has attended school has tested positive for coronavirus as identified by NHS Test and Trace.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for <b>10</b> days since they were last in close contact with that person when they were infectious</p>	<p><b>Close contact means:</b> direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p><b>Proximity contacts means:</b> extended close contact (within 1 to 2 metres for <b>any length of time</b>) with an infected individual travelling in a small vehicle, like a car, with an infected person.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p>	<p>This can be reached by calling the DfE Helpline on <b>0800 046 8687</b> and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	We do have the means for taking a pupil's temperature, however, this is not carried out routinely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	<p>Notices are displayed in school entrance to advise visitors. Other notices are visible around school for staff and pupils.</p> <p>An automatic sanitiser is situated at the school entrance. When pupils arrive they put down their bags and sanitise their hands before entering school. They also do this before leaving. Sanitiser is available upon entrance to lunch hall and in classrooms for use throughout the day.</p> <p>Staff sanitise regularly.</p> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Additional sanitising stations have been purchased. See picture above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Other gel has been purchased and wipes are also available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The 'catch it, bin it, kill it' approach is very important and is promoted	<p><b>CATCH IT</b> Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b> Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b> Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	More tissues have been purchased.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Purchased and in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	This is not applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are <b>currently not used by pupils in Primary schools as the risks are considered to be lower</b> 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	Face coverings are utilised at drop off and collection times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UPDATED:</b> Adults (staff and visitors) in primary schools <b>DO</b> wear face coverings in areas outside of the classroom	<p>Some individuals are exempt from wearing <a href="#">face coverings</a>. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Face visors or shields are not routinely worn as an alternative to face coverings <b>but can be worn along with a face covering.</b> <i>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.</i>	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is not necessary to wear face coverings in the classroom, where protective measures already mean risks are lower and where they could inhibit learning	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In such circumstances as face coverings are to be worn in school they must be worn correctly	<a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff and pupils on how to put on, remove, store & dispose of face coverings to avoid inadvertently increasing risk of transmission	Only provided to staff, as this is not relevant to pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and after touching, including to remove or put them on, and safe storage of them in individual, sealable plastic bags between use	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where anybody is struggling to access a face covering, or unable to use a face covering due to having forgotten it or it being soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	Kept in the Headteachers office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances	This procedure should be communicated clearly to pupils and staff – see letter <a href="http://www.elvingtonprimary.org.uk/general/face-coverings">www.elvingtonprimary.org.uk/general/face-coverings</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if providing direct personal care to a pupil who becomes unwell with symptoms while in school until they can return home. A face mask should be worn if a distance of 2metres cannot be maintained, and if contact with the pupil is necessary, also gloves and an apron. If there is a risk of splashing to the eyes, e.g. from coughing, spitting, vomiting, eye protection should also be worn	Plenty of PPE is available for staff and will be used as per the guidance; <a href="#">safe working in education, childcare and children's social care</a>	<input checked="" type="checkbox"/>	<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	Visitors/contractors will be kept to essential visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors/contractors on or before arrival	This is done verbally or via email before the visit occurs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Actioned. <b>Schools should have discussions with key contractors about the school's control measures and ways of working</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits will be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities	In doing so, school will ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace	School displays the QR code that can be scanned using the NHS app.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Ventilate spaces with outdoor air	Windows are kept open whenever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Occupied spaces must always be well ventilated and a comfortable teaching environment maintained. This can be achieved by a variety of measures including:</p> <p><b>mechanical ventilation systems</b> – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p>	<p>This was sent out in a recent newsletter - <i>Windows and classroom doors (internal and external) will be left open as much as possible to aid ventilation.</i></p> <p><i>Elvington's teachers are planning lots of outdoor learning activities; therefore it is essential that the children come suitably dressed for all weather possibilities. This will be especially important as we head into the winter months.</i></p> <p><i>Please be aware that children can wear additional clothing (fleeces or extra sweatshirts) over the top of school uniform.</i></p> <p><i>An Elvington branded fleece can be purchased via this link: <a href="https://school-shop.co.uk/product/navy-blue-fleecejacket-elvington-ce-primary-school/">https://school-shop.co.uk/product/navy-blue-fleecejacket-elvington-ce-primary-school/</a>. However, please don't feel that a branded fleece is essential.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal</p>	<p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and <b>assist with creating a throughput of air.</b></p>	<p>Fire doors are not propped open unless they have a self-closing hold open device fitted.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open</p>	<p><b>natural ventilation</b> – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to opening high level windows in preference to low level to reduce draughts</p>	<p>Actioned.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to only opening every other window instead of all windows when the heating is activated</p>	<p>Actioned.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The school offers flexibility to allow additional, suitable indoor clothing	For more information see <a href="#">School uniform</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Desk fans are pointed away from people and pointed at walls etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
<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>		Name	Date	
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"/>
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) and Position(s):</b>	Nicola Jolly Waller – School Business Manager Andrew Buttery - Headteacher	<b>Signature(s):</b>	Nicola Jolly Waller 	
<b>Date:</b>	12.01.21	<b>Review Date:</b>	19.02.21	
<b>Distribution: All staff, governors and website for parents/carers to view.</b>				

Risk rating	Action
<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	Remote	Minor					
Insignificant	Minor injury	Remote	Less likely to occur	Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

**LIKELIHOOD**