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| **Activity/**  **Situation** | | | **3152RA022 - FULL OPENING OF SCHOOL FROM SEPTEMBER 2020** | | | | | | | | | | | | | | |
| **Location** | | | **ELVINGTON CE PRIMARY SCHOOL** | | | | | | | | | | | | | | |
| **Persons at Risk** | | | **Pupils** | | **Employees** | | | | **Visitors** | | | **Contractors** | | | | | |
| **HAZARD(S)** | | | ***Note:*** *this list is not exhaustive and* ***must*** *be adapted for your own needs*   * **Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed** * **Social Distancing Measures Not Followed During Travel to and from School** * **Inadequate Cleaning/Sanitising** * **Shared Resources** * **Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors** * **Site User Becoming Unwell** * **Site User Developing Symptoms** * **Inadequate Hand Washing/Personal Hygiene** * **Inadequate Personal Protection & PPE** * **Visitors, Contractors & Spread of Coronavirus** * **Inadequate Ventilation**   **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.** | | | | | | | | | | | | | | |
| **CONTROL MEASURES** | | | | | | **ADDITIONAL INFORMATION** | | | | | **YES** | | **NO** | | | **N/A** | |
| ***Note:*** *you* ***must*** *amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.* | | | | | | | | | | | | | | | | | |
| **Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed** | | | | | | | | | | | | | | | | | |
| Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group | | | | | | 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.  **Class 1** – Miss Rushmer and Mrs Watson  **Class 2** – Miss Palmer, Mrs Harvie/Mrs Grayson  **Class 3** – Mrs Granger and Mrs Grayson  **Class 4** – Mrs Ingle and Mrs Challis  **Class 5** – Mrs Haffey and Mrs Bailey | | | | |  | |  | | |  | |
| 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 | | | | | | Attendance registers. | | | | |  | |  | | |  | |
| Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19). | | | | | | Class sized bubbles will be implemented and will stay together for all activities, separate from other class bubbles  **Class 1** – 22 children  **Class 2** – 23 children  **Class 3** – 25 children  **Class 4** – 28 children  **Class 5** – 30 children | | | | |  | |  | | |  | |
| Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups | | | | | | **Class 1** – mixed Reception and Year 1 class  **Class 2** – mixed Year 1 and Year 2 class  **Class 3** – Year 3 class  **Class 4** – mixed Year 4 and Year 5 class  **Class 5** – mixed Year 5 and Year 6 class | | | | |  | |  | | |  | |
| 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 | | | | | | Staggered drop off and collection times  Children will enter and exit school through the standard entrances /exits for their year groups. Parents/Carers will be encouraged to adhere to these times, with a preference for the earliest possible listed time for their year group.  Staggered break times (including lunch), so that all children are not moving around the school at the same time.  All pupils to have time outside after lunch. | | | | |  | |  | | |  | |
| Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible | | | | | | Class bubbles will stay in their own classrooms.  Bubbles using the hall at the same time for lunch will be split and kept separate and children will queue at marked intervals to be seated in the hall (minimising contact and mixing).  Bubbles using the outdoor playground at the same time will be split and kept separate. | | | | |  | |  | | |  | |
| 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 | | | | | | Social distancing will still be encouraged where possible. | | | | |  | |  | | |  | |
| Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport | | | | | | This will not be necessary. | | | | |  | |  | | |  | |
| Siblings may be in different groups | | | | | | A covered outside area will be made available for siblings in different year groups to be dropped off. | | | | |  | |  | | |  | |
| Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable | | | | | | **PPA Cover**  Mrs Rushmer - covered by Mr Buttery & Mrs Marjoram - Wednesday afternoon  Mrs Palmer - covered by Mrs Marjoram & Mr Buttery - Wednesday afternoon  Mrs Granger - covered by Mr Buttery & Mrs Marjoram - Thursday afternoon  Mrs Ingle - covered by Mrs Marjoram & Mr Buttery  Mrs Haffey - covered by Mrs Marjoram - Friday afternoon  **Subject Leader Cover**  Mrs Marjoram on alternating Friday mornings (to be formalised at the start of each half term).  **KS2 Interventions**  Mrs Bailey during afternoons (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 | | | | | | Minimising contact between individuals and maintaining social distancing wherever possible. | | | | |  | |  | | |  | |
| Where possible adults maintain a 2 metre distance from each other, and from children | | | | | | This will be supported by classroom layout and pupil positioning. | | | | |  | |  | | |  | |
| Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration | | | | | | Minimising contact between individuals and maintaining social distancing wherever possible. | | | | |  | |  | | |  | |
| Within the classroom a distance between people is maintained so far as reasonably practical | | | | | | The children’s classrooms will be arranged differently. This will result in pupils sitting side by side and facing forwards, rather than face to face or side on. | | | | |  | |  | | |  | |
| Face to face contact time is reduced and limited to no more than 15 minutes duration | | | | | | Minimising contact between individuals and maintaining social distancing wherever possible. | | | | |  | |  | | |  | |
| 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. This will result in pupils sitting side by side and facing forwards, rather than face to face or side on. | | | | |  | |  | | |  | |
| 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 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. | | | | |  | |  | | |  | |
| Unnecessary furniture has been moved out of classrooms to make more space | | | | | | Classrooms have been rearranged. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school | | | | | | **Class 1 pupils -**  Arrive 8.10am - 8.20am Collected 2.30-2.40pm.  **Class 2 pupils** –  Arrive 8.20am - 8.30am. Collected 2.40 - 2.50pm.  **Class 3 pupils** –  Arrive 8.30am - 8.40am. Collected 2.50pm - 3pm.  **Class 4 pupils** –  Arrive 8.40am - 8.50am. Collected 3pm - 3.10pm.  **Class 5 pupils** –  Arrive 8.50am - 9am.  Collected 3.10 - 3.20pm. | | | | |  | |  | | |  | |
| Parents’ drop-off and pick-up protocols planned to minimise adult to adult contact | | | | | | **At the start of the day –**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.  **At the end of the day** - Parents/carers advised to arrive at earliest possible listed time for child’s year group. They should 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, and adults, this will be a one way system. | | | | |  | |  | | |  | |
| 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) | | | | | | As above… | | | | |  | |  | | |  | |
| 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.  [www.elvingtonprimary.org.uk/general/preparation-for-full-opening-september](http://www.elvingtonprimary.org.uk/general/preparation-for-full-opening-september) | | | | |  | |  | | |  | |
| External entrances to classrooms are used where practical | | | | | | All classrooms have external entrances and will be used where possible. | | | | |  | |  | | |  | |
| Break times are staggered so that all pupils are not moving around the school at the same time | | | | | | **Class 1 pupils:**  Morning break - 10.00am to 10.15am, split from Class 2.  Afternoon break – 2pm to 2.15pm, split from Class 2  **Class 2 pupils:**  Morning break - 10.00am to 10.15am, split from Class 1.  Afternoon break – 2pm to 2.15pm, split from Class 1  **Class 3 pupils:**  Morning break - 10.20am to 10.35am  **Class 4 pupils:**  Morning break - 10.40am to 10.55am  **Class 5 pupils:**  Morning break - 10.40am to 10.55am, split from Class 4 | | | | |  | |  | | |  | |
| Lunch breaks are staggered | | | | | | **Class 1:** 11.20am to 11.40am (in the hall). **Class 2:** 11.40am to 12.00pm (in the hall). **Class 3:** 12.00pm to 12.20pm (in the hall). **Class 4:** 12.20pm to 12.40pm (in the hall).  **Class 5:** 12.40pm to 1.00pm (in the hall).  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 | | | | | | Only 1 member of staff will use the kitchen area at any one time.  Seating in the Staff Room will be socially distanced. | | | | |  | |  | | |  | |
| 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. | | | | | | Class bubbles will be maintained, with cleaning taking place after use. | | | | |  | |  | | |  | |
| Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene | | | | | | Schools should refer to the following advice:  [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroots sport  advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools) | | | | |  | |  | | |  | |
| **Social Distancing Measures Not Followed During Travel to and from School** | | | | | | | | | | | | | | | | | |
| Parents and pupils are encouraged to walk or cycle to their education setting where possible | | | | | | On-going advice. | | | | |  | |  | | |  | |
| Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport | | | | | | [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) | | | | |  | |  | | |  | |
| Face coverings are required at all times on public transport for children, over the age of 11 | | | | | |  | | | | |  | |  | | |  | |
| **Inadequate Cleaning/Sanitising** | | | | | | | | | | | | | | | | | |
| 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. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| Bins for tissues and other rubbish are emptied throughout the day | | | | | | Yes – lidded bins are used. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| **Shared Resources** | | | | | | | | | | | | | | | | | |
| For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared | | | | | | Pencils or pens will continue to be used only by one member of staff or pupil, and not shared with others. | | | | |  | |  | | |  | |
| 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 | | | | | | Classroom-based resources, such as books and games, will be used and shared within a bubble. | | | | |  | |  | | |  | |
| 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 | | | | | | This has been communicated to all members of staff. | | | | |  | |  | | |  | |
| Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school | | | | | | Parents 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. | | | | |  | |  | | |  | |
| 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. 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. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| **Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors** | | | | | | | | | | | | | | | | | |
| Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school | | | | | | Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). | | | | |  | |  | | |  | |
| 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 1st 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 | | | | | | Individual risk assessments will be carried where necessary. | | | | |  | |  | | |  | |
| 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 | | | | | | The individual risk assessment will support these suggestions. | | | | |  | |  | | |  | |
| Where it is necessary to use supply staff & 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 & pupils | | | | | | The school does not expect to use supply staff due to other capacity. Any peripatetic teachers or consultants will adhere to school procedure. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| **Site User Becoming Unwell** | | | | | | | | | | | | | | | | | |
| If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) 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 | | | | | | The school will adhere to the following; [stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) | | | | |  | |  | | |  | |
| 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. | | | | | | 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. | | | | |  | |  | | |  | |
| 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 | | | | | | To be monitored by staff. | | | | |  | |  | | |  | |
| PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs) | | | | | | See Inadequate Personal Protection & PPE section of this risk assessment. | | | | |  | |  | | |  | |
| 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 | | | | | | Refer to Public health guidance / flow chart. | | | | |  | |  | | |  | |
| Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. | | | | | | Refer to Public health guidance / flow chart. | | | | |  | |  | | |  | |
| 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 | | | | | | Refer to Public health guidance / flow chart. | | | | |  | |  | | |  | |
| 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; [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | | | | |  | |  | | |  | |
| **Site User Developing Symptoms** | | | | | | | | | | | | | | | | | |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit | | | | | | This has been communicated frequently to staff, parents/carers. | | | | |  | |  | | |  | |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace | | | | | | This has been communicated to staff, parents/carers. | | | | |  | |  | | |  | |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) | | | | | | This has been communicated frequently to staff, parents/carers. | | | | |  | |  | | |  | |
| Parents and staff are asked to inform the school immediately of the results of a test | | | | | | This has been communicated frequently to staff, parents/carers. | | | | |  | |  | | |  | |
| 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 | | | | | | This has been communicated frequently to staff, parents/carers. | | | | |  | |  | | |  | |
| If someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) 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 | | | | | | 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 health protection team (HPT) and aware 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. | | | | |  | |  | | |  | |
| 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)  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. | | | | |  | |  | | |  | |
| 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 | | | | | | The school will not routinely take pupils temperature. | | | | |  | |  | | |  | |
| **Inadequate Hand Washing/Personal Hygiene** | | | | | | | | | | | | | | | | | |
| 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 | | | | | | Notices have been displayed in the school entrance to advise visitors and other notices are visible around school for staff and pupils.  An automatic sanitiser has been purchased and 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 the lunch hall and in classrooms for use throughout the day.  Staff sanitise regularly. | | | | |  | |  | | |  | |
| Hands are washed with liquid soap & water for a minimum of 20 seconds | | | | | | This is something all children and adults are accustomed to. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| The ‘catch it, bin it, kill it’ approach is very important and is promoted | | | | | |  | | | | |  | |  | | |  | |
| Disposable tissues are available in each room for both staff and pupil use | | | | | | More tissues have been purchased. | | | | |  | |  | | |  | |
| Bins (ideally lidded pedal bins) for tissues are available in each room | | | | | | Purchased and in use. | | | | |  | |  | | |  | |
| 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. | | | | |  | |  | | |  | |
| **Inadequate Personal Protection & PPE** | | | | | | | | | | | | | | | | | |
| Face coverings are not use 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 | | | | | |  | | | | |  | |  | | |  | |
| PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn | | | | | | Plenty of PPE is available for staff and will be used as per the guidance; [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) | | | | |  | |  | | |  | |
| Pupils and staff who use them are required to remove face coverings on arrival at school | | | | | | Staff and parents have been advised of this. | | | | |  | |  | | |  | |
| Pupils are instructed not to touch the front of their face covering during use or when removing face coverings | | | | | | Pupils/Parents have been encouraged to view a short video that shows how face coverings should be removed. | | | | |  | |  | | |  | |
| 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 | | | | | | All pupils must sanitise their hands before entering school and face coverings are given to parents to take away. | | | | |  | |  | | |  | |
| **Visitors, Contractors & Spread of Coronavirus** | | | | | | | | | | | | | | | | | |
| 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 | | | | |  | |  | | |  | |
| School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival | | | | | | This is done verbally or via email before the visit occurs. | | | | |  | |  | | |  | |
| Where visits can happen outside of school hours, they are arranged as such | | | | | | This will be a continuation of our current policy. | | | | |  | |  | | |  | |
| 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 | | | | | | This will be a continuation of our current policy. | | | | |  | |  | | |  | |
| 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 | | | | |  | |  | | |  | |
| A record is kept of all visitors | | | | | | We will ensure a record of visitor contact with children and other adults that are within 2m and for more than 15mins - ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. A record will be kept of all visitors. | | | | |  | |  | | |  | |
| **Inadequate Ventilation** | | | | | | | | | | | | | | | | | |
| Ventilate spaces with outdoor air | | | | | | Windows are kept open whenever possible. | | | | |  | |  | | |  | |
| Where possible, occupied room windows should be open. | | | | | | This will be a continuation of our current policy. | | | | |  | |  | | |  | |
| Keep toilet ventilation in operation as much as possible while building is occupied | | | | | | This will be a continuation of our current policy. | | | | |  | |  | | |  | |
| Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal | | | | | | Actioned. | | | | |  | |  | | |  | |
| 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 are not propped open unless they have a self-closing hold open device fitted | | | | |  | |  | | |  | |
|  | | | | | | | | | | | | | | | | | |
| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment | | | | | | | | | | | **Yes** | | | | **No** | | |
| What is the level of risk for this activity/situation with existing control measures | | | | | | | | | | | **High** | | **Med** | | | **Low** | |
| Is the risk adequately controlled with existing control measures | | | | | | | | | | | **Yes** | | | **No** | | | |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | | | | | | | | | | | **Yes** | | | **No** | | | |
| **ACTION PLAN** (insert additional rows if required) | | | | | | | | **To be actioned by** | | | | | | | | | |
| Further control measures to reduce risks *so far as is reasonably practicable* | | | | | | | | **Name** | | | | **Date** | | | | | |
|  | | | | | | | |  | | | |  | | | | | |
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| State overall risk level assigned to the task **AFTER** implementation of control and action plan measures taken as a result of this risk assessment | | | | | | | | | | | **High** | | **Med** | | | **Low** | |
| Is such a risk level deemed to be as low as reasonably practical? | | | | | | | | | | | **Yes** | | | **No** | | | |
| Is activity still acceptable with this level of risk? | | | | | | | | | | | **Yes** | | | **No** | | | |
| If no, has this been escalated to senior leadership team? | | | | | | | | | | | **Yes** | | | **No** | | | |
| **Assessor(s):**  **and**  **Position(s):** | | **Nicola Jolly Waller – School Business Manager**  **Andrew Buttery - Headteacher** | | | | | **Signature(s):** | | | Nicola Jolly Waller | | | | | | | |
| **Date:** | | **14.07.20** | | | | | **Review Date:** | | | **30.09.20** | | | | | | | |
| **Distribution: All staff, governors and website for parents/carers to view.** | | | | | | | | | | | | | | | | | |
| Risk rating | | | Action | | | | | | | | | | | | |
| **HIGH** | | | **Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)** | | | | | | | | | | | | |
| **MEDIUM** | | | **Review/add controls (as far as reasonably practicable) & monitor** | | | | | | | | | | | | |
| **LOW** | | | **Monitor control measures** | | | | | | | | | | | | |

