

Activity/ Situation	FULL OPENING OF SCHOOLS DURING COVID-19 PANDEMIC FROM 8 TH MARCH 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"/>	
HAZARD(S)	<ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ 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 <p>This risk assessment is supported by the documents 'Preparation for full opening – Monday March 8th 2021' and 'drop off and pick up routines'. It has been shared with all relevant stakeholders and approved by Elvington's FGB – subject to email approval.</p>				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
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		<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. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	Attendance registers and seating layouts retained.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Updated: Distinct groups or 'bubbles' that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible</p>	<p>Class sized bubbles will be implemented and will stay together for all activities, separate from other class bubbles</p> <p>Class 1 – 23 children</p> <p>Class 2 – 27 children</p> <p>Class 3 – 24 children</p> <p>Class 4 – 28 children</p> <p>Class 5 – 31 children</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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).</p>	<p>Class sized bubbles will be implemented and will stay together for all activities, separate from other class bubbles</p> <p>Class 1 – 23 children</p> <p>Class 2 – 27 children</p> <p>Class 3 – 24 children</p> <p>Class 4 – 28 children</p> <p>Class 5 – 31 children</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Actioned.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Actioned.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Acknowledged.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>This will not be necessary.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Siblings may be in different groups</p>	<p>A covered outside area will be made available for siblings in different year groups to be dropped off.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable</p>	<p>PPA Cover - Mrs Rushmer - covered by Mr Buttery & Mrs Marjoram on Wednesday afternoon.</p> <p>Mrs Palmer - covered by Mrs Marjoram & Mr Buttery on Wednesday afternoon. Mrs Granger - covered by Mr Buttery & Mrs Marjoram on</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Thursday afternoon. Mrs Ingle - covered by Mrs Marjoram & Mr Buttery.</p> <p>Mrs Haffey - covered by Mrs Marjoram on Friday afternoon.</p> <p>Subject Leader Cover Mrs Marjoram on alternating Friday mornings (to be formalised at the start of each half term).</p> <p>KS2 Interventions Mrs Bailey during afternoons (separate timetable).</p>			
Updated: 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. The number of interactions or changes are minimised wherever possible.	Minimising contact between individuals and maintaining social distancing wherever possible. The use of face coverings moving around outside the classrooms is required.	<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"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone.	<p>Direct close contacts - face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).</p> <p>Proximity contacts - extended close contact (within 1-2m for more than 15 mins) with an infected individual</p> <p>Minimising contact between individuals and maintaining social distancing wherever possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	This continues, minimising contact between individuals and maintaining social distancing where 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, a pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place	<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	Classrooms are 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"/>
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 & 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"/>
Updated: The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building	Updated: Busy corridors, entrances and exits are avoided . Walky-talkies are used to facilitate communication & ensure no conflicting movement of groups. Timetables have been arranged & shared to avoid clashes.	<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	Class 1 Morning 10.00-10.15am. Afternoon 2-2.15pm. Split from Class 2 Class 2: Morning 10.00-10.15am. Afternoon 2-2.15pm. Split from Class 1 Class 3: Morning 10.20-10.35am. Afternoon 2-2.15pm. Split from other classes. Class 4: Morning 10.40-10.55am. Afternoon 2-2.15pm, split from other classes. Class 5: Morning 10.40-10.55am split from Class 4. Afternoon– 2-2.15pm, split from other classes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lunch breaks are staggered	In the Hall. Class 1: 11.20-11.40am. Class 2: 11.40am-12pm. Class 3: 12.00-12.20pm. Class 4: 12.20-12.40pm. Class 5: 12.40-1.00pm. All classes follow lunch with half an hour on playground or field – split from other classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other.	Only 1 member of staff will use the kitchen area at any one time. Seating in the 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 for school. A weekly email is also used to encourage communication with all staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration is given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Class 1 - Arrive 8.10-8.20am. Collect 2.30-2.40pm. Class 2 – Arrive 8.20-8.30am. Collect 2.40-2.50pm. Class 3 – Arrive 8.30-8.40am. Collect 2.50-3pm. Class 4 – Arrive 8.40-8.50am. Collect 3-3.10pm. Class 5 – Arrive 8.50-9am. Collect 3.10 - 3.20pm.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact CYPS Bulletin	At the start of the day – Parents/carers are instructed to line up using the marked dividers on the pavement at the Elvington Lane entrance, in the allotted time slot for their child's year group. Children will be handed over at the school gate to a member of staff. Parents/carers are not permitted on school site and will only be allowed in to the school building when strictly necessary, by appointment. At the end of the day - Parents/carers are advised to arrive at the earliest possible listed time for their child's year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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. A request to wear face coverings was issued on Friday 6 th November - www.elvingtonprimary.org.uk/general/face-coverings			
Updated: All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	Updated: 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"/>
Updated: 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	A letter with strict protocols has been issued to all parents/carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	A letter with strict protocols has been issued to all parents/carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	A letter with strict protocols has been issued to all parents/carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	A letter with strict protocols has been issued to all parents/carers. www.elvingtonprimary.org.uk/general/preparation-for-full-opening-september	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: Educational Visits must not take place at this time	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: From 8 March , school will work to resume all before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care,	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and is as part of pupil's wider education and training				
<p>Updated: Parents will be advised that where they are accessing this provision for their children, they must only be using it, where:</p> <ul style="list-style-type: none"> the provision is being offered as part of the school's educational activities (including catch-up provision) the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Updated: Where parents are using external childcare providers or out of school extra-curricular activities for their children, they are advised:</p> <ul style="list-style-type: none"> to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. encouraged to check providers have put in place their own protective measures sent the link to the guidance for parents and carers 	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Updated: If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have:</p> <ul style="list-style-type: none"> considered the relevant government guidance for their sector put in place protective measures 	Acknowledged, however not applicable to our setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools works 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.	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Promoted via communications - twitter.com/CityofYork/status/1326434814627618816	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently touched surfaces, 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"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	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 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	This has been communicated to all members of staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

period of 48 hours (72 hours for plastics) between use by different bubbles				
Updated Pupils should limit the amount of equipment they bring into school each day, including essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy).	Parents/carers have been advised of this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either: <ul style="list-style-type: none"> • restricted to one user • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals 	Updated: Equipment is disinfected between use	<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 come into school on Monday and return home on Friday, or sooner where possible. Reading books are provided once a week (on Monday) and should be returned on Friday. This allows 48 hrs before books are passed to 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/end of day	No devices are brought from home to school.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Updated Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school.	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test 	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Updated: School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) 	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required	This will be actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: Where a pupil routinely attends more than one setting on a part time basis, e.g. because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.	While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support	This will be actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: Where schools 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. 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	Acknowledged, however not applicable to pupils at our setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated The advice for pupils who have been confirmed as clinically extremely vulnerable (CEV) is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally	School should request a copy of the shielding letter sent to CEV children from parents, to confirm they are advised not to attend school or other educational settings whilst shielding guidance is in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Updated CEV staff are advised not to attend the workplace	Staff who are CEV will previously have received a letter from the NHS or their GP telling them this	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated. This may change as we get further data on the effects of vaccination	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Clinically Vulnerable (CV) staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers as well as the Covid Individual risk assessments. Both RAs must be reviewed prior to 28 weeks when risk factors increase. Individual RAs will need to be subject to regular review. RCOG Q&A - covid-19-virus-infection-and-pregnancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Whilst pregnant women are at no greater risks of catching Covid, there is evidence that those in later pregnancy are at greater risk of severe illness if they contract the virus and may give birth pre-term. Therefore, from now on pregnant employees in their 3rd trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, so managers are required to send home any pregnant employees who have reached the start of their 28th week of pregnancy	As per NYCC recommendation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Pregnant workers in their 3rd trimester are now to be treated in the same way as CEV staff	Acknowledged.	<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 will be kept to a minimum, and they will remain 2 metres from pupils and staff where possible.	<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"/>
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 minimise contact and maintain as much distance as possible from other staff.	The school does not expect to use supply staff due to other capacity. Any peripatetic teachers or consultants will adhere to school procedure. To minimise numbers of temporary staff entering school premises, and secure best value, longer assignments with supply teachers will be used with an agreed minimum number of hours across the academic year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: Specialists, therapists, clinicians, support staff for pupils with SEND, supply teachers, peripatetic teachers or other temporary staff, can move between settings	Updated They will ensure they minimise contact and maintain as much distance as possible from other staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 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 If they 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: 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. A window should be opened for fresh air ventilation if it is safe to do so.	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	To be monitored by staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result	If this is not possible, alternative arrangements will be organised by school, possibly through the LA who may be able to help source a suitable vehicle providing appropriate protection for the driver, who will be made aware that the individual has tested positive or is displaying symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated: Any members of staff who have provided close contact care to someone with symptoms even while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless; <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) they are requested to do so by NHS Test & Trace or the PHE advice service (or PHE local health protection team if escalated) 	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • they have tested positive from an LFD test as part of a community or worker programme. 				
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; COVID-19: cleaning of non-healthcare settings guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. 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 children under 5, 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 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 test kits in order to minimise the impact of the virus on the education of their pupils.	The test kits sent to schools are provided to be used in the exceptional circumstance that a pupil becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to parents/carers collecting a child who has developed symptoms at school. Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Updated The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	This has been communicated to staff, parents/carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	This has been communicated frequently to staff, parents/carers. 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test	This has been communicated frequently to staff, parents/carers. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 10 days from the date of that contact.	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period	This is because they could still develop coronavirus (COVID-19) within the remaining days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 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 10-day period starts from the day when 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 10 days	School will take swift action when they become aware someone who has attended has tested positive for coronavirus and will follow the process outlined on the flow chart. They will contact the local health protection team (HPT) and are aware that the HPT will contact them directly if they become aware that someone who attended school has tested positive for coronavirus as identified by NHS Test and Trace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious	Close contact: face to face with an infected individual for any length of time within 1m inc being coughed on, face to face conversation or unprotected physical contact (skin-to-skin) proximity contacts – extended close contact (within 1-2m for more than 15mins) with an infected individual or travelling in a small vehicle with an infected person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	This can be reached by calling the DfE Helpline on 0800 046 8687 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	<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"/>
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	<p>Notices are displayed in the school entrance to advise visitors. Other notices are visible around school for staff and pupils. 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 the lunch hall and in classrooms for use throughout the day. Staff sanitise regularly.</p> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Actioned – there will be multiple times this will be actioned throughout the school day. This will include any transitions between classrooms, the hall and outside.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Help given to pupils with complex needs to clean their hands properly	Actioned if/when necessary.	<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	This is not applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them				
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"/>
Updated School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	This is something all children are accustomed to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted		<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"/>
Updated School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. Posters are discussed and displayed throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
Updated Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Children in Primary schools do not need to wear a face covering	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Updated Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields are not routinely worn as an alternative to face coverings - <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>	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Face coverings do not need to be worn by pupils when outdoors on the premises	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated Pupils are instructed to: <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom 	Acknowledged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	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 the 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 where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	Kept in the Headteacher's office and other communal points around school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated School has a process for when face coverings are worn within school and how they should be removed.	This procedure is communicated clearly to pupils and staff – see letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	www.elvingtonprimary.org.uk/general/face-coverings			
Updated Adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	Actioned if/when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	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 and 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.	<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"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace	School has displayed the QR code that can be scanned using the NHS app.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained. This can be achieved by a variety of measures including: mechanical ventilation systems – 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)	This was sent out in a recent newsletter – <i>"Windows & classroom doors (internal & external) will be left open as much as possible to aid ventilation and teachers are planning lots of outdoor learning activities. Therefore it is essential that children come suitably dressed for all weather possibilities. Please be aware children can wear additional clothing (fleece or extra sweatshirts) over the top of school uniform. An Elvington branded fleece can be purchased via this link: https://school-shop.co.uk/product/navy-blue-fleecejacket-elvington-ce-primary-school. However, please don't feel that a branded fleece is essential."</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and	Fire doors are not propped open unless they	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

safeguarding), to limit use of door handles and assist with creating a throughput of air.	have a self-closing hold open device fitted.			
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	natural ventilation – 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Actioned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing	For more information see School uniform	<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"/>	
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	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	

Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assessor(s): and Position(s):	Nicola Jolly Waller – SBM Andrew Buttery - Headteacher	Signature(s):	Nicola Jolly Waller 
Date:	Updated 26.02.21	Review Date:	29.03.21
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

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD