

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020				
Location	Millthorpe 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)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <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 ✘ 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 				
	CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO
<p><i>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.</i></p>					
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	Details;-all pupils in year group bubbles for lessons, social times, detentions. All teaching staff aren't in groups, as need to teach as specialists but are to keep 2 metres apart from other adults at all times.		<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	Records of all year groups, class groups and teachers kept on timetable.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be	In KS3 class-sized groups are not compatible with offering a full range of subjects or managing the		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	practical logistics within and around school, therefore students are taught in classes within half year groups (social times are full year groups); some classes remain the same for numerous subjects.			
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended	Year group bubbles in KS4 to enable the full curriculum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	All year groups have different social spaces and waiting spaces. Starts are staggered and corridors one-way and managed by staff. All students informed about social distancing and monitored by teachers and duty staff. Coloured badges identify a student's year group quickly. Training of staff and student to follow-see actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Social, pastoral and inclusion spaces are all defined and dedicated to different groups. Classrooms have to be shared for specialist resources and safeguarding but will be cleaned in between groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	We are advising all our students to maintain social distance where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	KS3 students will have a small number of different classes and KS4 will have more due to options. All lessons are specialist teaching. Overwhelming	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	majority of students walk or cycle.			
Boarding pupils can be in one group residentially and another during the school day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	This is the case.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Yes. Teachers can wear visors and should try to maintain 2m distance. They will wipe down desks between year group bubbles in their class.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Yes. As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Staff informed and trained. Staff spaces determined. 2m markings in all classrooms to advise teachers. Common staff areas will have an occupancy limit linked to the 2m requirement. TAs who cannot maintain 2m will be supplied with PPE.	<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 to less than 15 minutes duration	Staff training will address: teachers/TAs to talk from the side if addressing student work, staying behind the 2m line in general; using computer stopwatch to check 15mins out of 2m line, use of visors offered to classroom staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	We can only distance the students as much as the classroom allows. All seating to be spread out as far as possible. Classroom staff as above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	Teachers to ensure that they use clocks/timers/watch if they move outside their 2m line.	<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	Where this is possible all classrooms re-arranged in lines. Where it isn't, the tables will be at least 2m in depth. See actions for confirmation time frame	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff will work side on to pupils as opposed to face to face whenever possible	Yes. Will be covered in staff training.	<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	EHCP students will receive normal care. PPE issued to those working with them and training provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Yes.	<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	Yes. Max assembly size one year group (bubble). Assemblies may be via video link.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Social times identified for wet and dry weather close to each other. Movement has been reduced by a one way system and monitoring by all staff. Break and lunch staggered to minimise possibility of contact between bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish for year groups using three different entrance points. Natural stagger at Millthorpe as no school buses. Different 'holding' places for early arrival for each group. Yrs 7,10 and 11 at 8.45am; Yrs 8and9 at 9.05am. Leave at 3.10pm and 3.30 pm. Full curriculum taught. Supervised off site by duty staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Minimal drop-off. Parents will be informed not to come onto school site and drop-off at a distance on Scarcroft Road or Albermarle Road.	<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)	All groups will be told of their allocated base for arrival and arrival times. Duty staff will co-ordinate.	<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)	This doesn't happen but parents have been told and have signed a home-school agreement stating they cannot come onto school site without invitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	No classroom has an external entrance (fire doors only).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Break times are staggered so that all pupils are not moving around the school at the same time	All year group breaktimes are staggered by 15 minutes each.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Lunch breaks are over two 55 minute periods and staggered. Groups are held in their areas until the year group has finished and canteen cleaned.	<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	Staff workroom limited to three at PCs and two on the desk 2m apart. One person at a time can enter to make a drink.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	PE will be taught in half year groups/bubbles. Equipment cleaned after every use unless it won't be used by a different group for 72 hours. Contact sports will be avoided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	The guidance has been referred to. Outdoor, non-contact sports to take place. A cleaning and hygiene protocol is in place – changing rooms not used until CLEAPPS guidance received.	<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	Most students do this anyway and guidance has gone to parents in home-school agreement.	<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	This has been communicated in home-school agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11	This has been communicated in home-school agreement.	<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	Tables and top of chairs cleaned after each class and group. Shared areas such as the canteen cleaned in between year group bubbles. Enhanced cleaning throughout the day of high use surfaces such as door, banisters and toilets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Additional cleaner/s to work on a rota to clean doors, bannisters, toilets. Light switches managed by classroom teacher only. Books managed by departments dependent on use. Doors (except fire doors) propped open for ventilation.	<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	Electronic entry only switched on once students are in school. Part of the enhanced cleaning programme during lessons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Part of enhanced cleaning provision. Teachers email a bin emptying request to the site team where necessary.	<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	Site manager has checklist and ordered stocks.	<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 only used by ISC and thorough cleaning takes place and individual personalised kit.	<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	Students (and teachers / TAs) have own kit and will be supplied with a personal resource pack. Spare pens/pencils will be given out if necessary but never shared.	<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	Textbooks will kept in boxes for use in separate bubbles or photocopied. Cleaning at the end of the day. Dictionaries/thesaurus will be split into year bubbles.	<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 period of 48 hours (72 hours for plastics) between use by different bubbles	Yes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Will be communicated to parents in August.	<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	Resources and school books will not be taken home before half term. Google Classroom will be used for homeworks or if paper worksheets are used, they will be left for 48 hours before taking them home for marking and another 48 hours before giving to children. If a teacher needs to take home a resource, for example, a textbook/novel it will remain the one used by the teacher and cleaned before it is taken home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	This only applies to a few students in the ISC who will manage this. All staff will be informed via training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 , 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 st 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	Clinically extremely vulnerable Individual risk assessments will be written. For timeframes see actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

able to maintain social distancing as much as possible				
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	Clinically-vulnerable people Individual risk assessments are will be written. For timeframes see actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	We will use our cover supervisors first. We will try to have longer engagement of supply staff to minimise movement between sites if necessary. Peripatetic teachers will be sent a policy outlining the expectations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	PPE boxes in each classroom for emergency. Consists of mask, gloves, apron. PPE in SEND areas. All staff have access to a visor. We will review this in light of the advice in Aug/Sept. PPE in first aid area.	<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 7 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 14 days from when the symptomatic person first had symptoms	stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	Pupils will be taken to the medical room and isolated. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people using the pull up screen.	<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	They will use the medical room toilet. It will be cleaned and disinfected after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

products before being used by anyone else				
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)	Office and 1 st Aid staff will wear PPE, as will any other member of staff that is within 2m, including pastoral and SEND team and SLT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	guidance on isolation for residential educational settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	We will.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	This is in the policy and guidance to staff for training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	In staff guidance and training.	<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	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. 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	Communicated to parents in home-school agreement – there will be a weekly home email header to remind about this. Staff will informed and will sign an agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

be helped by their parents/carers if using a home testing kit				
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	Parents notified by home-school agreement. Will be communicated to staff and staff will sign an agreement.	<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)	Parents notified by home-school agreement. Will be communicated to staff and staff will sign an agreement.	<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	Parents notified by home-school agreement. Will be communicated to staff and staff will sign an agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating	Parents notified by home-school agreement. Will be communicated to staff and staff will sign an agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone 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 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 we become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace	<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 14 days since they were last in close contact with that person when they were infectious	We will send those home who have had close contact; this 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	We will not take temperatures routinely but may do, with consent, if a student feels hot to inform parents.	<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	Staff training re hand hygiene and hand sanitiser provided in all classrooms, toilets, corridors etc. We will ensure they have time to do this, as frequently as pupils. Long term contractors follow their own guidance, short term contractors follow advice from Reception.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Timers are provided for outdoor space and sinks. Staff supervising will time hand washing.	<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	Hand sanitiser and 'stations' situated around school and at all classrooms.	<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.	Sanitiser is safe and students use it in public spaces. Soap at additional stations and toilets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	Students are taught and regularly reminded. Signage in all classrooms and corridors. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Tissues will be in each room for students and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Bins are in each classroom. Not pedal bins but bins that won't be touched by students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	There is one student who has less control of his saliva – a risk assessment will be done.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Face masks are not in use as they hinder communication and may have risks of transmission. However face visors are allowed for staff and students, but not recommended. Personal choice and current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	guidance in Aug/Aept will affect guidance around face coverings. If using a visor, all visors must be cleaned when they arrive at school and advised to avoid handling the visor surface.			
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	All staff have access to this PPE in classrooms and the office. Staff trained in how to respond to a pupil becoming unwell in class. safe working in education, childcare and children's social care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff who use them are required to remove face coverings on arrival at school	Yes. Face masks will be removed. This may change as guidance changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings	Instructed not to touch visors. Staff meeting and student assemblies/form time/classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Yes. They will do this with facemasks. Visors will be removed and cleaned. This will be subject to guidance changes.	<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	This is in the visitor policy and includes parents.	<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	Visitor policy at reception. Reception staff to ask visitors to read the documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	Non-essential visits to take place outside of school hours.	<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	Long-term contractors are on site and following guidelines issues by the contractors. Building work is essential.	<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 need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors	This is the case. A phone number will also be taken for Track and Trace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Windows will be open in classrooms and corridors where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Toilet ventilation is not possible in most toilets but entrance doors to most will be propped open.	<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	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	All doors, except Fire doors, will be propped open. Fire doors will only be propped open if they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	

ACTION PLAN (insert additional rows if required)	To be actioned by	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date
Create visitors' policy and protocols including recording details and phone number. Insist Reception staff ensure visitors read it.	ARC	17/08/2020
Ensure 2m markings on all classroom floors for teachers and one way system and signage is clear. Move all unnecessary furniture and space tables as far apart as possible.	ADH	17/08/2020
Determine challenges of certain classrooms with seating and re-timetable or re-organise, as necessary.	TJG	Done
Determine challenges of practical subjects and define their responsibilities and curriculum options	TJG/JPB	15/07/2020
Determine challenges re resources eg textbooks and devise plan/policy re cleaning	GEG	Done
Devise timetable for enhanced cleaning and cleaning throughout the day.	ARC/ADH	17/08/2020
Determine cleaning plan for break and lunchtime and staffing arrangements	ARC/ADH	17/08/2020
Mark out student areas outside for each group and organise signage and badges	ADH/ARB/SP	17/08/2020
Determine a daily plan and responsibilities re opening of doors, time to close doors and secure the site	ADH	17/08/2020
Ensure hand sanitiser at all classrooms, corridors and increase outdoor washing stations including soap, towels and timers.	ARC/ADH/TJG	17/08/2020
Determine a strategy for how students wash hands on arrival.	TJG	21/08/2020
Ensure PPE provision is adequate and in offices, all classrooms.	MB	Done
Ensure tissues/bins and cleaning equipment in all classrooms.	TRA/JPB	07/09/2020
Plan student training including: hygiene, transitions, timetabling, expectations, behaviour system	ARB/MHS	17/08/2020
Plan staff training: hygiene, responsibility of FT and expectations in form and wider role, period 1 expectations re key messages to Y8&9, HOD role re managing spaces and colleagues managing corridors, cleaning resources, classrooms, tablets, not marking books etc, plan training for teaching assistants.	GEG/ARB	17/08/2020
Construct staff agreement and ensure it's signed	GEG	17/08/2020
Write RAs for all ECV and CV staff	ARC/MHS	21/08/2020
Produce a definitive one-way system around school	TJG/ARC	Done
Ensure a "Catch it, bin it, kill it" poster is displayed in every classroom and the one-way signs & no-entry signs are displayed	ARC	17/08/2020
Risk assessment for the one student with poor respiratory hygiene	MHS	21/08/2020
School expectations to be sent to specialist teachers (Music peripatetic teachers have already received this).	MHS	21/08/2020
Write to parents in August about pupil essentials (hats, coats, bags, mobile phones, lunchboxes) and write to pupils about our expectations	ARB/GEG	21/08/2020

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):	G Greenhalgh (Head of School) Trevor Burton (Executive Head) Alex Collins (Business Manager)	Signature(s):		
Date:	15/07/20	Review Date:	22/08/20	
Distribution:				

<i>Risk rating</i>	<i>Action</i>
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	

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD