

| Activity/<br>Situation   | WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020   |                           |            |               |     |
|--|---|---------------------------|------------|---------------|-----|
| Location   | NAWTON COMMUNITY PRIMARY SCHOOL   |                           |            |               |     |
| Persons at Risk  | Pupils ☒  | Employees☒                | Visitors ☒ | Contractors ☒ |     |
| HAZARD(S)  | <p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✖ <b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></li> <li>✖ <b>Social Distancing Measures Not Followed During Travel to and from School</b></li> <li>✖ <b>Inadequate Cleaning/Sanitising</b></li> <li>✖ <b>Shared Resources</b></li> <li>✖ <b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b></li> <li>✖ <b>Site User Becoming Unwell</b></li> <li>✖ <b>Site User Developing Symptoms</b></li> <li>✖ <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>✖ <b>Inadequate Personal Protection &amp; PPE</b></li> <li>✖ <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>✖ <b>Inadequate Ventilation</b></li> </ul> |                           |            |               |     |
| CONTROL MEASURES   |   | ADDITIONAL<br>INFORMATION | YES        | NO            | N/A |
| <b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>   |   |                           |            |               |     |
| Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group | 3 bubbles of no more than 15 children in class groups to maintain bubbles in the event of wider school opening  |                           | ☒          | ☐             | ☐   |
| 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                        | Daily register kept of the children and adults in school. Any visitors to sign in at School Entrance.   |                           | ☒          | ☐             | ☐   |
| 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                         | 3 Bubbles use different playgrounds and have lunch in their classrooms.   |                           | ☒          | ☐             | ☐   |

|  |  |                                     |                                     |                          |
|--|--|-------------------------------------|-------------------------------------|--------------------------|
| 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                                 | 3 Bubbles use different playgrounds and have lunch in their classrooms.<br>School Hall can be used by 1 bubble at time for indoor exercise (bad weather) but must be well ventilated and all equipment cleaned thoroughly after use.   | <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                            | 3 Bubbles use different playgrounds and have lunch in their classrooms.  | <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 | 3 Bubbles use different playgrounds and have lunch in their classrooms.<br>Currently wraparound care not being provided/ no external providers in school.<br>Children using school transport in family groups, wearing face coverings. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Siblings may be in different groups  |  | <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  |  | <input type="checkbox"/>            | <input checked="" 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      | The use of face coverings in areas outside the classroom where adults may need to mix – this should be kept to essential mixing only.<br>Headteacher and Lunchtime Supervisor only members of staff moving between groups.             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Where possible adults maintain a 2 metre distance from each other, and from children   |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Adults avoid close face to face contact and limit time spent within 2 metre of anyone to essential activities – i.e. providing first aid etc.                                      | - direct close contacts - face to face contact with an infected  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

|   |  |                                     |                          |                          |
|---|--|-------------------------------------|--------------------------|--------------------------|
|   | <p>individual for <b>any length of time</b>, within 2 metre, 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 to 2 metres for more than 15 minutes) with an infected individual</p> <p>The use of face coverings in areas outside the classroom where adults may need to mix – this should be kept to essential mixing only.</p> |                                     |                          |                          |
| Within the classroom a distance between people is maintained so far as reasonably practical   | It is accepted that distancing may not be possible in primary schools  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils are seated on their own table side by side and facing forwards, rather than face to face or side on                            |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff will work side on to pupils as opposed to face to face whenever possible and remain at 2m distance wherever possible            |  | <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                    |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unnecessary furniture has been moved out of classrooms to make more space   |  | <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                                  |  | <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 | No movement around the school. Classes remain in classroom or on allocated playground accessing allocated toilets.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents' drop-off and pick-up protocols planned to minimise adult to adult contact  | Small numbers of children accessing school – to be reviewed in the event of numbers  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |   |                                     |                          |                          |
|---|---|-------------------------------------|--------------------------|--------------------------|
|   | increasing.   |                                     |                          |                          |
| 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) |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| External entrances to classrooms are used where practical   |   | <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  |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lunch breaks are staggered  |   | <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                               | Staff to only use staffroom with adults in their bubble. Maintain a 2m distance and ventilate the room. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| No educational visits to be planned or undertaken.  |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Social Distancing Measures Not Followed During Travel to and from School</b>   |   |                                     |                          |                          |
| Parents and pupils are encouraged to walk or cycle to their education setting where possible  |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport   | <a href="#">safer travel guidance for passengers</a>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Inadequate Cleaning/Sanitising</b>   |   |                                     |                          |                          |
| A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place         |   | <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                  |   | <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  |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bins for tissues and other rubbish are emptied throughout the day   |   | <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   |   | <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  | All classroom resources to be cleaned after use or isolated for 72 hours.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor playground equipment should be more frequently cleaned  | Outdoor equipment cleaned after each class usage and between use by different children in the bubble.                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Shared Resources</b>   |   |                                     |                          |                          |
| For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared   |   | <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   | All classroom resources to be cleaned after use or isolated for 72 hours.   | <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 |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils can bring essentials such as lunch boxes, hats and coats in to school  |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils and teachers cannot take books and other shared resources home.  | It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking | <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   |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>   |   |                                     |                          |                          |

|  |  |                                     |                          |                          |
|--|--|-------------------------------------|--------------------------|--------------------------|
| <p>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</p>   | <p>Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 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)</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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</p> |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Staff who are in the clinically extremely vulnerable group must work from home.</p>   |  | <input checked="" type="checkbox"/> |                          |                          |
| <p>Staff who are in the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. (The only exception to this may be where written notification has been given by a medical professional)</p>                       | <p>Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents<br/>An Individual Risk Assessment will be needed. Advice sought on a case by case basis.<br/>Individual Risk Assessments will need to be subject to regular review</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |  |                                     |                          |                          |
|--|--|-------------------------------------|--------------------------|--------------------------|
| <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace.<br/>The only exception to this may be where written notification has been given by a medical professional.</p>   | <p>An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Pregnant women are in the 'clinically vulnerable' category</p>  | <p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review. After 30 weeks pregnant women are in the extremely vulnerable group and must be directed to work from home.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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 minimise contact and maintain as much distance as possible from other staff</p> | <p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>   |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p>   | <p>See Inadequate Personal Protection &amp; PPE section of this risk assessment</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Site User Becoming Unwell</b></p>  |  |                                     |                          |                          |





|   |   |                                     |                          |                          |
|---|---|-------------------------------------|--------------------------|--------------------------|
| <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p> | <p><a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a><br/>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>  | <p>The isolation area is the school entrance.</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>  | <p>The designated toilet is the disabled toilet in the school entrance.</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>   | <p>See Inadequate Personal Protection &amp; PPE section of this risk assessment</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.</p>   | <p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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 &amp; Trace.</p>   |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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</p>  |   | <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  | <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Site User Developing Symptoms</b>   |   |                                     |                          |                          |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit | The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter is available on the CYPS Website , on the advice of the health protection team, to send to parents and staff if needed | <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  |   | <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 <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)   | 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  | 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 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   | 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"/> |

|  |  |                                     |                          |                          |
|--|--|-------------------------------------|--------------------------|--------------------------|
| <p>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 14-day isolation period</p>   | <p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 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 keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p> |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>   | <p>Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual <b>for any length of time</b>, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p>   | <p>This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |  |                                     |                                     |                          |
|--|--|-------------------------------------|-------------------------------------|--------------------------|
|  | 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 |                                     |                                     |                          |
| 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   |  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Inadequate Hand Washing/Personal Hygiene</b>  |  |                                     |                                     |                          |
| Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating   | Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Hands are washed with liquid soap & water for a minimum of 20 seconds  |  | <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  |  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion. | Skin friendly skin cleaning wipes can be used as an alternative  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

|   |   |                                     |                          |                          |
|---|---|-------------------------------------|--------------------------|--------------------------|
| <p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>   | <p><b>CATCH IT</b> <br/> <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p><b>BIN IT</b> <br/> <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p><b>KILL IT</b> <br/> <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p> |                                     |                          |                          |
| <p>Disposable tissues are available in each room for both staff and pupil use</p>   |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>  |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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</p>                      |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p><b>Inadequate Personal Protection &amp; PPE</b></p>  |   |                                     |                          |                          |
| <p>Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower 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</p> |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Adults (staff and visitors) DO wear face coverings in areas outside of the classroom</p>   |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>In Primary schools where social distancing is not possible such as indoor areas outside of classrooms, between members of staff or visitors (for example, in staffrooms) staff may wear face coverings (e.g. visors) at the discretion of the Head Teacher</p>   |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning</p>   |   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>In such circumstances as face coverings are allowed to be worn in school they must be worn correctly</p>   |   | <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   |  | <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   |  | <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   |  | <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   |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances  | This procedure are communicated clearly to pupils and staff via the school website | <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 | <a href="#">safe working in education, childcare and children's social care</a>    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Visitors, Contractors &amp; Spread of Coronavirus</b>   |  |                                     |                          |                          |
| All visitors and contractors must make pre-arranged appointments or they will not be allowed on site   |  | <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  |  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visits must happen 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  |  | <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 may need to be adapted to take in to account the                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |  |  |                                     |                                    |
|--|--|--|-------------------------------------|------------------------------------|
|  | ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits |  |                                     |                                    |
| 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   |  | <input checked="" type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>           |
| <b>Inadequate Ventilation</b>  |  |  |                                     |                                    |
| Ventilate spaces with outdoor air  |  | <input checked="" type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>           |
| Where possible, occupied room windows should be open   |  | <input checked="" type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>           |
| Keep toilet ventilation in operation as much as possible while building is occupied  |  | <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  |  | <input checked="" type="checkbox"/>            | <input type="checkbox"/>            | <input 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  | Fire doors must not be propped open unless they have a self-closing hold open device fitted  | <input checked="" type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>           |
| In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open   |  | <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  |  | <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 type="checkbox"/>                       | <input checked="" 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 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   |  | <b>Yes <input checked="" type="checkbox"/></b> |                                     | <b>No <input type="checkbox"/></b> |

|   |                       |  |   |  |
|---|-----------------------|--|---|--|
| 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 checked="" type="checkbox"/>  |   | No <input type="checkbox"/>            |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan  |                       | Yes <input type="checkbox"/>             |   | No <input checked="" type="checkbox"/> |
| <b>ACTION PLAN</b> (insert additional rows if required)   |                       | <b>To be actioned by</b>                 |   |  |
| Further control measures to reduce risks <i>so far as is reasonably practicable</i>   |                       | <b>Name</b>                              | <b>Date</b>                             |  |
| Review Risk Assessment on receipt of updated guidance by Gov, Dfe and LA.   |                       |  |   |  |
| 22.01.21 – guidance revised for pregnant women – after 30 weeks categorised as ECV – directed to work from home.  |                       | N.Oxtoby                                 | 22.01.21                                |  |
|   |                       |  |   |  |
|   |                       |  |   |  |
|   |                       |  |   |  |
| State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment |                       | High <input type="checkbox"/>            | Med <input checked="" type="checkbox"/> | Low <input type="checkbox"/>           |
| Is such a risk level deemed to be as low as reasonably practical?   |                       | Yes <input checked="" type="checkbox"/>  |   | No <input type="checkbox"/>            |
| Is activity still acceptable with this level of risk?   |                       | Yes <input checked="" type="checkbox"/>  |   | No <input type="checkbox"/>            |
| If no, has this been escalated to senior leadership team?   |                       | Yes <input type="checkbox"/>             |   | No <input type="checkbox"/>            |
| <b>Assessor(s):</b>   | <b>Nichola Oxtoby</b> | <b>Signature(s):</b>                     | N. Oxtoby                               |  |
| <b>Position(s):</b>   | <b>Headteacher</b>    |  |   |  |
| <b>Date:</b>  | <b>12.02.2021</b>     | <b>Review Date:</b>                      |   |  |
| <b>Distribution:</b>  |                       |  |   |  |

| Risk rating   | Action   |
|---------------|--|
| <b>HIGH</b>   | <b>Urgently review/add controls &amp; monitor, notify H&amp;S Team (if Likely or Highly Likely – stop work, seek competent advice)</b> |
| <b>MEDIUM</b> | <b>Review/add controls (as far as reasonably practicable) &amp; monitor</b>  |
| <b>LOW</b>    | <b>Monitor control measures</b>  |

| POTENTIAL OUTCOME |   | LIKELIHOOD    |                      | POTENTIAL OUTCOME |        |          |          |        |               |
|-------------------|---|---------------|----------------------|-------------------|--------|----------|----------|--------|---------------|
| Catastrophic      | Fatal injury/permanent disability                               | Highly likely | More likely to occur | Catastrophic      |        |          |          |        |               |
| Major             | RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence | Likely        | ↓                    | Major             |        |          |          |        |               |
| Moderate          | RIDDOR reportable over 7 day injury                             | Possible      |                      | Moderate          |        |          |          |        |               |
| Minor             | Minor injury (requiring first aid)                              | Unlikely      |                      | Minor             |        |          |          |        |               |
| Insignificant     | Minor injury  | Remote        | Less likely to occur | Insignificant     |        |          |          |        |               |
|                   |   |               |                      |                   | Remote | Unlikely | Possible | Likely | Highly Likely |

**LIKELIHOOD**