

Activity/ Situation	WIDER OPENING OF SCHOOL				
Location	BEDALE HIGH SCHOOL				
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	
<b>HAZARD(S)</b>	<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>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</b></li> <li>✗ <b>Shared Resources</b></li> <li>✗ <b>Staffing &amp; Spread of Coronavirus to Staff, CYP 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> <li>✗ <b>Fire and Intruder Alarms and Emergencies, Including Lockdown</b></li> <li>✗ <b>School Activities</b></li> </ul>				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you <b>must</b> 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>					
<b>1. Social Distancing Measures Not Followed</b>					
1.1	For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	<a href="#">Early Years Foundation Stage</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.2	As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	<a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible. This will be dependent on size of classroom and social distancing both in small groups and for individuals.	<a href="#">DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020</a>  <a href="#">DfE Guidance Coronavirus (COVID-19):</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<a href="#">implementing protective measures in education and childcare settings</a>				
1.4	CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations.	If a student receives a 2 <sup>nd</sup> warning for infringements re SD, home to be contacted and warned that place in school is at risk. Next warning resulting in ban.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the 2 metres rule is applied	Classrooms arranged and desks labelled w/c 8 <sup>th</sup> June.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded	NA. Lockers not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.7	CYP use the same classroom or area of a setting throughout the day	NB .Rota based on 3 rooms per subject with thorough daily afternoon clean of each room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Pupils are seated at the same desk each day if they attend on consecutive days	Yes within 3 allocated rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	CYP and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups	Every student remains within the same teaching group for every session.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff	1 change per week as we rotate to the other half year-group but same conditions apply as above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Staff positioning – standing behind pupils, working from above pupils,	Staff briefing 8 <sup>th</sup> June and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	staff walk with hands clasped to avoid contact, within social distancing guidance.	issued with frequent reminders.			
	<b>1.13</b> Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	Newsletter and guidance to parents w/c 8 <sup>th</sup> June. Assemblies to students on first day. Daily reminders through PSHE briefing and duty/teaching staff. Signage across school.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<b>1.14</b> Consideration given to which lessons or classroom activities could take place outdoors	Not Applicable for core provision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>1.15</b> The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Yes as far as possible and movement/ transition times will be managed by duty staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>1.16</b> The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded	Teaching staff to use on-call system. PSWs/SLT to escort CYP to toilets. Duty staff at start of day and break to cover toilet area and stagger usage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>1.17</b> Assembly groups staggered	Initial launch assembly in hall. Then daily virtual briefings broadcast to classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>1.18</b> Break times are staggered so that all CYP are not moving around the school at the same time	Not staggered but groups kept separate through allocation of different areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<b>1.19</b> Lunch breaks are staggered	CYP should clean their hands beforehand and enter in the groups they are already in, groups should be	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, they should be brought their lunch in their classrooms</p> <p>NA – Currently.</p>			
<p>1.20 Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity following social distance guidance for groups and individuals.</p>	<p>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place.</p> <p>Not planning to use dining hall. Cleaning plan in place for sports equipment in gym and sports hall.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.21 Consideration given to one-way circulation, or placing an appropriate divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</p>	<p>One way signs to be displayed w/c 8<sup>th</sup> June and 2m tape on ground. Staff on duty at transition times.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.22 Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) and appropriate cleaning.</p>	<p>GTA support used for individual students as needed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>1.23 Drop-off and collection times staggered considered in the light of school transport arrangements.</p>	<p>Not necessary. Most students arriving by foot or by bus and met on arrival by staff.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<p><b>1.24</b> Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend</p>	<p>Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent they must follow social distancing guidelines</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.25</b> Parents' drop-off and pick-up protocols planned to minimise adult to adult contact</p>	<p>Part of parent &amp; students guidance info: w.c. 8<sup>th</sup> June</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.26</b> Parents and CYP 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)</p>	<p>Part of parent &amp; students guidance info: w.c. 8<sup>th</sup> June</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.27</b> 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)</p>	<p>Part of parent &amp; students guidance info: w.c. 8<sup>th</sup> June</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.28</b> External entrances to classrooms are used where practical</p>	<p>None available</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>1.29</b> Multiple groups do not use play equipment simultaneously</p>	<p>See previous note re sports equipment cleaning (1.20)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.30</b> Early year groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>1.31</b> Schools offering residential provision have considered the maximum number of CYP they can safely accommodate in residences</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>1.32</b> Staff working in Offices are adequately distanced, are on rota or are working from home</p>	<p>Staff based in separate, single-use offices, or split areas e.g. reception and DJO office.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1.33</b> Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained</p>	<p>Limited staff in school and incorporated into staff guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Staff Room closed to teaching staff.				
<b>2. Social Distancing Measures Not Followed During Travel to and from School</b>					
2.1	Parents and CYP encouraged to walk or cycle to their education setting where possible	Part of parent & students guidance info: w.c. 8 <sup>th</sup> June	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	Part of parent & students guidance info: w.c. 8 <sup>th</sup> June. AKN liaising with bus companies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Transport arrangements cater for any changes to start and finish times, including a one way system for foot and vehicular traffic.	Most school buses have agreed to half day pick-up times, using normal drop-off location (separate to parent drop-off location). Individual arrangements being made where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	It is ensured that transport providers should follow hygiene rules and try to keep distance from and between their passengers	Transport – AKN liaising with bus companies to inform parent/student guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts	Transport – AKN liaising with bus companies to inform parent/student guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	Transport – AKN liaising with bus companies. Alternative arrangements in place where needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Inadequate Cleaning</b>					
3.1	Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Half days allow full cleaning in afternoon from	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	cleaning contractor.			
3.2 Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	Site Team spraying handles / bannisters / taps / copiers etc- during the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.4 Bins for tissues and other rubbish are emptied throughout the day, stored for 72 hours, double bagged and PPE provided for cleaner.	DMC resourcing purchase of pedal bins. Directions to be included in guidance for staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Site Team & cleaning contractors regularly checking and managing stock – order placed for w/c 1 june	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Disposable tissues are available in each room for both staff and CYP use, using separate dispensers.	2 boxes per room (teacher & child ) Student box as back-up, students asked to bring own.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	See 1.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8 Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it	Outdoor seating cleaned after each break.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere. If CYP brings an object from home it should be stored securely and returned at the end of the day.	W/c 8 <sup>th</sup> June:Classrooms checked and prepared with appropriate layout and rearranged as necessary. No equipment to be lent out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10 Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	No soft furnishings in classrooms. Seating to be rearranged/cordon ed off as fit for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



	purpose in staffroom and pastoral support base.			
<b>4. Shared Resources</b>				
4.1 CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	To be included in student/parent guidance. May exclude some personal laptops etc for students with specific needs. Only to be used by named student.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Shared materials and surfaces are cleaned and disinfected more frequently	All areas in use to be cleaned daily, with more frequent cleaning of high-use areas such as handles etc. Staff & students not sharing materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Staff not taking resources from school home e.g. books	See staff guidance doc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Staff PCs and work areas cleaned daily. Staff to take personal responsibility for own devices and limit use as much as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Use of exercise books, text books, equipment, resources	Staff only issue individual copies of resources; student to keep own copy and not share.			
<b>5. Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</b>				
5.1 CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to serious underlying health conditions have been advised by their clinician to shield and are supported at home as much as possible	Medical information to be checked and parents consulted. Regular reminders to be issued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>







	through guidance and newsletters.			
5.2 Staff who have been classed as clinically extremely vulnerable are not expected to attend work and can work from home.	Checked through staff survey. None identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable if stringent social distancing cannot be adhered to, they are not expected to attend site	Staff survey. Discussions held on an individual basis to manage risks safely and agree social distancing protocols. Roles adapted where appropriate. CYP: included in briefings to parents and student/parent guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 If a CYP or a member of staff lives with someone who is clinically vulnerable including BAME (but not clinically extremely vulnerable), including those who are pregnant, they can attend, but should not be instructed to do so, their education or childcare setting	Staff survey. Discussions held on an individual basis and staff consulted re potential return to work to manage risks safely and agree social distancing protocols. Roles adapted where appropriate. Regular reminders in newsletters and individual conversations re students returning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Reminded by assemblies, PSHE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	briefings, signage, staff in school.				
5.8	Used tissues to be put in a bin immediately	See 3.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Site User Becoming Unwell</b>					
6.1	If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance	<a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a> Shared with parents/staff in guidance docs. Staff to use on-call if such symptoms are evident within the student group. Student to be escorted to first aid staff in reception. See additional guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	If a CYP 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 CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	Use Room 29 for any Covid-related concerns as a ventilated holding area with separate entrance/exit and toilet facility Separate 1 <sup>st</sup> Aider guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	As above, 2 bathrooms available in Room 29 – to be included on the cleaning rota. Separate 1 <sup>st</sup> Aider Guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Do not visit the GP, pharmacy, urgent care centre or a hospital				
6.6	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	School have registered with the Employer Referral Portal in readiness for any required testing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people	Site staff/cleaning contractors to be notified as appropriate to carry out cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Site User Developing Symptoms</b>					
7.1	Children, staff, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus	Reminders in Newsletter, Facebook, Staff Briefing, parent/student guidance issued and routine parent contact.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation	Evidence/report will need to be seen before any return to work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	The other household members of that wider class or group do not need to self-isolate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>unless the CYP or staff member they live with in that group subsequently develops symptoms. Parents advised to notify school asap re symptoms and test results.</p>			
<p><b>7.5</b> Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not the only method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice</p>	<p>If anyone in the household develops a fever or a new continuous cough they are advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a> (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days). Parents advised to notify school asap re symptoms and test results.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>8. Inadequate Hand Washing/Personal Hygiene</b></p>				
<p><b>8.1</b> Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean</p>	<p>Staff and students briefed regularly and reminded. Supported through duty staff at transition times. Contractors only allowed in afternoon and wash hands on arrival.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>8.2 The 'catch it, bin it, kill it' approach is promoted</p>	<p><b>CATCH IT</b>   <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p><b>BIN IT</b>   <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p><b>KILL IT</b>   <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p> <p>Posters and signage around school to support daily briefing messages and reminders.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8.3 Wash with liquid soap &amp; water for a minimum of 20 seconds</p>	<p><a href="#">Guidance on hand cleaning</a>  As above.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8.4 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 <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> because in normal circumstances CYP should not be using alcohol based hand cleansers</p>	<p>1 alcohol based gel for each teaching room – for staff. Not a replacement for washing hands. Parents advised for students to bring in own, but staff can control student use if needed – as a back-up.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8.5 Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day</p>	<p>This needs to be done first thing in the morning, after breaks and after lunch at least Cleaners + caretakers. Duty staff to monitor and support at key times.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8.6 Hands must be dried properly to prevent infection and drying out.</p>	<p>Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk. Notices in toilets.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 9. Inadequate Personal Protection & PPE

<p>9.1 PPE will need to be worn by a member of staff if a CYP 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 CYP 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</p>	<p>Separate guidance for First aid process and first aid staff re treatment rooms, routines and PPE use. First Aid staff to complete online PPE training.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9.2 Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE</p>	<p>LA providing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 10. Visitors, Contractors & Spread of Coronavirus

<p>10.1 Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype</p>	<p>Staff briefed to avoid arranging meetings on site. Notification system to inform SLT of any unavoidable visits. Signage for visitor protocols.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10.2 All visitors and contractors must make pre-arranged appointments or they will not be allowed on site</p>	<p>DMC to monitor and act as 'gatekeeper'. Reception staff and site staff briefed to contact DMC.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10.3 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</p>	<p>DMC as above.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10.4 Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention</p>	<p>Pre-visit checklist to be monitored by DMC. Times of visits may need to be adapted to take in</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits.				
<b>11. Inadequate Ventilation</b>					
11.1	Ventilate spaces with outdoor air	Classroom windows to be opened by caretakers each morning with doors wedged open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Ensure regular airing with windows (even in mechanically ventilated buildings)	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Keep toilet ventilation in operation as much as possible while building is occupied	Doors open when not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Switch air handling units with recirculation to 100% outdoor air		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.5	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. Classroom doors (not fire doors) to be wedged open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Fire and Intruder Alarms and Emergencies, Including Lockdown</b>					
12.1	All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)	Students briefed in 1 <sup>st</sup> day assemblies and reminded in daily briefings. Practice to be organised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2	Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that	DMC oversight, (site staff to be briefed as back-up).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



details of emergency contacts for utilities are readily available				
12.3 If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details	No new contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. School Activities</b>				
13.1 CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations.	If a student receives a 2 <sup>nd</sup> warning for infringements re SD, home to be contacted and warned that place in school is at risk. Next warning resulting in ban.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2 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	See 10.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.3 Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts	Not currently doing practicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.4 Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance	Not currently doing practicals	<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 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"/>	
<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>	

<b>See additional guidance in staff, student and parent documentation.</b>	<b>T. Kelly</b>	<b>8<sup>th</sup> June 2020</b>
See comments above in additional information		

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	<b>High</b> <input type="checkbox"/>	<b>Med</b> <input checked="" type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	<b>Yes</b> <input checked="" type="checkbox"/>		<b>No</b> <input type="checkbox"/>
Is activity still acceptable with this level of risk?	<b>Yes</b> <input checked="" type="checkbox"/>		<b>No</b> <input type="checkbox"/>
If no, has this been escalated to senior leadership team?	<b>Yes</b> <input type="checkbox"/>		<b>No</b> <input type="checkbox"/>

<b>Assessor(s) :</b>	<b>T Kelly – Headteacher</b>	<b>Signature(s):</b>	T.Kelly D McFarlane
<b>Position(s):</b>	<b>D McFarlane – School Business Manager</b>		
<b>Date:</b>	<b>8<sup>th</sup> June 2020</b>	<b>Review Date:</b>	<b>Ongoing</b>

**Distribution: Staff, Parents, Governors**

**We recommend that this risk assessment is shared with staff and unions**

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