

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020			
Location	Graham 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>✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>✘ Social Distancing Measures Not Followed During Travel to and from School</li> <li>✘ Inadequate Cleaning</li> <li>✘ Shared Resources</li> <li>✘ Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>✘ Site User Becoming Unwell</li> <li>✘ Site User Developing Symptoms</li> <li>✘ Inadequate Hand Washing/Personal Hygiene</li> <li>✘ Inadequate Personal Protection &amp; PPE</li> <li>✘ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✘ Inadequate Ventilation</li> </ul>			
	<b>CONTROL MEASURES</b>	<b>ADDITIONAL INFORMATION</b>	<b>YES</b>	<b>NO</b>
<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>				
<p><b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></p>				
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;-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary schools may be able to implement smaller groups 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).	Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles'	<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 smaller groups 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 group become ill with coronavirus (COVID-19).	This cannot be achieved because of the overall school number, available spaces and staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	Bubbles will be by year group, based in one zone of the school but with access to specialist areas (prioritised for Y10 & 11 and some for Y7)	<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 smaller, 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	Year groups are 'zoned'. A code of conduct will be in place to support social distancing.	<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 times will be staggered to prevent cross year group interaction. Separate social spaces for each year group.	<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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	All mixing will be limited to year groups – students will move within their zoned area and sometimes to specialist areas for different subjects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	Where siblings are in different year groups this will be 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	The planned school timetable will be taught offering all subjects and teachers will move between 'zones'. A BSO will be attached to each year group as well as TAs. There will be an identified learning support area for each year group.	<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	Staff will receive briefings and written direction to socially distance. Due to limited movement of students staff will be able to socially distance safely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	2m point will be taped on the floor at the front of each classroom. Staff will teach from the front. Lessons will be projected on to screen at the front. Visualisers used to display work and demonstrations for science , for e.g., will be at the front of the room (or via screen).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and minimise time spent within 1 metre of anyone	Sufficient space for adults to maintain social distance. Guidance / briefing to support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained	Teacher and support staff to remain 2m from students. N.B. Students will not be socially distanced in classrooms but will remain in their year group bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced	Full timetable to be taught – all lessons / subjects. Social distancing will diminish direct, close contact.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	This will be in place in all teaching spaces.	<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	Teaching Assistants / Behaviour Support Officers to be allocated to year groups. Space identified for each year group for learning support withdrawal if needed.	<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	Any assemblies will be remote either pre-recorded or delivered live using a secure platform.	<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	Year groups are zoned. The only movement will be adults. Lunchtime movement will be limited to one or two year groups and within this they will have separate social spaces for students are organised as 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	Impossible to stagger start and finish because of size and breadth of catchment area. Each year group will use a different entrance / exit to and from school and report directly to their zones.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Small number of parents drop off – they will be advised that they cannot get out of their cars.	<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)	Letter to parents to include detail about drop off.	<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)	Letter to parents to include detail about entering school site. Parents do not gather at gate. Duty staff will discourage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Where possible but very few external doors.	<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	There are 4 different break times. Each bubble has its own location and staff will be on duty to supervise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lunch breaks are staggered	3 different lunchbreaks and 2 different serveries / locations. Bubbles kept within their own dining area. Y7 will have lunch on their own as they will need more time. Cleaning to take place after each session	<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	Limited access, space offered in other parts of the school for staff to use to minimise numbers using main staff room.	<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 lessons will be taught within bubbles, non-contact outdoor lessons have been planned by the department. Any equipment used will be cleaned.	<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	Athletics will be run during Autumn term instead of contact sports. Significant outdoor spaces available and 2 large indoor areas. Changing Rooms will be cleaned between lessons.	<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	This will be promoted to parents in letter.	<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> Detailed in letter to parents including this link.	<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	Information will be shared with parents and strong advice to follow national guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning</b>				

<p>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</p>	<p>Cleaning teams will now be employed throughout the day to make sure that high use/communal areas are kept clean and checked on an hourly basis. Toilets are to be allocated to each year group so will sit within the bubble</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal</p>	<p>Each area will be cleaned to a high standard after use at the end of each day, students are kept within a bubble and will be using classrooms allocated only to that bubble</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use</p>	<p>School uses proximity sensors for electronic entry so cleaning carries on as normal on that equipment, Cleaning/site teams will be asked to clean the door entry system intercom on an hourly basis signing in equipment is cleaned regularly by reception staff</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins for tissues and other rubbish are emptied throughout the day</p>	<p>Lidded bins are in use in all classrooms and should be emptied as part of the cleaning schedule agreed with the cleaning team</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary</p>	<p>Stocks are to be kept at suitable levels by the cleaning supervisor. Classroom hygiene equipment, (hand sanitiser, wipes and tissues) will be kept at a suitable level by the school site team</p>	<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	School has no play equipment on site. Outside benches and tables will be cleaned after breaks / lunchtimes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Parents will be told to equip their children. Any student needing to borrow pen / pencil equipment will be able to keep it. Additional supplies of pens to be in each classroom.	<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	Books used will be wiped down after use. Digital versions of books to be used as often as possible.	<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	Cleaning of Science, Art and DT equipment will be managed by the technicians within those department following Cleapss guidance with regards to this. Sports equipment will need to be kept within bubbles and cleaned after use by the cleaning teams they will need to be informed by the department of equipment that needs cleaning	<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	Students will be advised to look after their belongings carefully and take home at the end of the day.	<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	Teachers will be advised to sanitise regularly when marking books and in between lessons.	<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	Wipes to be available for teachers to clean their own lap tops.	<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>				
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	Parents / Staff will be advised that they must inform us of any symptoms and must not attend school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 7 days. Anyone developing those symptoms during the school day will be isolated, sent home and requested to get a Covid 19 test. They should remain at home until a negative test result is returned or until the end of isolation period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Current guidance will be followed – strict social distancing will be possible for staff. Previously shielded people can therefore attend work. Each case will be examined separately with individual arrangements made if necessary. Principal and Vice Principal will maintain contact with all vulnerable members of staff. Individual risk assessments will be produced if necessary	<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	Full guidance/ expectations will be issued to any adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	visiting school. Close liaison with supply agencies / providers will ensure safety for all. Supply agencies will also provide their own RAs for their staff travelling to the school to work			
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"/>
<b>Site User Becoming Unwell</b>				
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 <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	All information to be shared with everyone on site – visitors will need to provide contact information when on site in case track and trace is required <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>	<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.	Medical Room will be used to isolate any student with symptoms. Closed door with a window – appropriate adult can supervise from outside of the door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	Separate toilet within Medical Room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	PPE supplies in school and could be used if necessary	<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	<a href="#">guidance on isolation for residential educational settings.</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

continue. Others will benefit more from self-isolating in their family home				
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	Regular school protocols to cover emergency situations	<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.	Clear guidance to be given to parent collecting student to notify school immediately a test result is received. All government guidance to be followed and shared with staff / parents in advance.	<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	Hand washing facilities in the Medical Room and in each zone.	<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> Cleaning teams will be on site with PPE to clean areas where unwell person has been as per guidance	<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	Regular staff briefings (twice a week) with reminders each time about guidance / detail on testing. Parents informed through letter and regular reminders.  Posters regarding how to book a test and when to get tested will be put up around the school	<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	Regular staff briefings / letters to parents (as above)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

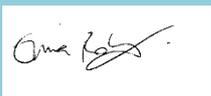
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Regular staff briefings / letters to parents (as above)	<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	Any student sent home with symptoms takes a letter for parents detailing requirement to let us know about test results. School routinely follows up on anyone sent home (students or staff)	<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	Attendance policy / expectations in place for students and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	All guidance to be shared with all families / staff and will be rigorously followed.  School to contact the local health protection team in the event of a positive test. School will work closely with PHE and NHS.	<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	In the event of close contact (- 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	(skin-to-skin)) those in close contact will be identified and sent home – likely to be the ‘bubble (year group and staff who have been with the bubble on that day. This will also include those who have been in extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person			
Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	Temperatures will not be taken.	<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	Daily and lesson by lesson registers will be taken and kept. Rotas for duty will be timetabled and maintained.	<input checked="" type="checkbox"/>	<input 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	Signage around school will reinforce the message about hand washing. School Covid Code of Conduct will be shared and visited regularly with all students – this emphasises handwashing. Time will be allocated to allow all students to wash hands regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	See above	<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 in all classrooms and at entrances / exits. Stock levels checked on a daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	basis and orders placed as required by the school finance team			
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> . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Hand washing will be prioritised (as above). Cleanser / gel use will be staff supervised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	Catch it, bin it, kill it is part of the Covid Code of Conduct – displayed throughout school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Tissues and bins with closing lids in each classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Tissues and bins with closing lids in each classroom.	<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	All necessary risk assessments will be produced. No student in the school has this type of complex need.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
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 coverings are strongly recommended for students and staff in communal areas and corridors in line with government guidance and advice from Yorkshire and Humber PHE. Face coverings are not recommended in classrooms.	<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	PPE has been purchased and is available if needed for staff caring for unwell students with Covid19 symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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				
Pupils and staff who use them are required to remove face coverings on arrival at school	Students will be asked to do this as they enter school by staff on duty.	<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	Students will be asked to do this as they enter school by staff on duty.	<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	Students will be asked to do this as they enter school by staff on duty. Full details will be explained to parents / students in letter home – student briefings.	<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	As per Trust regulations, all contractors and visitors should only visit site by prior appointment, this includes parents coming to collect students after contact by the school. Visitors wanting to attend school must phone in advance to let the school know they are attending	<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	All visitors and contractors asked to use the available hand sanitiser stations on entering the school building and also reminded to use on exit. Contractors must have covid-19 Risk Assessments to also take into account this making sure that they are compliant with government guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where visits can happen outside of school hours, they are arranged as such	School entry for contractors is arranged for outside of school time. If not possible, they will be asked to follow school regulations when moving through the school	<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	School only to have contractors on site when absolutely necessary, this includes for compliance and health and safety reasons. All visits to be pre-arranged and Risk Assessments and Method Statements to be provided where appropriate	<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 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	Visitors book at reception – ALL visitors routinely sign in and out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Ventilate spaces with outdoor air	Windows to be opened as often as possible – staff will be advised to do this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)	Windows to be opened as often as possible – staff will be advised to do this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Windows to be opened as often as possible – staff will	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	be advised to do this.			
Switch air handling units with recirculation to 100% outdoor air	All units to be set for 100% outdoor air, air conditioner units not to be used, windows only for ventilation purposes	<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	Windows to be opened as often as possible – staff will be advised to do this.	<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 type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input 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>Staff Working Party to review risk weekly and adjust as necessary</b>		ERo	07.09.2020 onwards	
<b>Updates to be regularly shared with parents / staff on</b>		ERo	07.09.2020 onwards	
<b>Weekly review by SLT to make necessary adjustments</b>		SLT	07.09.2020 onwards	
<b>Weekly liaison with Trust (HT meetings)</b>		ERo / MWa	07.09.2020 onwards	
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 type="checkbox"/>	Low <input checked="" 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>	Emma Robins	<b>Signature(s):</b>		
<b>Position(s):</b>	Principal			
<b>Date:</b>	01.09.2020	<b>Review Date:</b>	<b>This document will be subject to review and change in line with any new guidance from the government.</b>	
<b>Distribution: Trust, school staff, parents (website)</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	Less likely to occur	Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

**LIKELIHOOD**