Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020			
Location	Graham School			
Persons at Risk	Pupils ☒	Employees ☒	Visitors ☒	Contractors ☒
HAZARD(S)	*Note: this list is not exhaustive and **must** be adapted for your own needs* ✖ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✖ Social Distancing Measures Not Followed During Travel to and from School ✖ Inadequate Cleaning ✖ Shared Resources ✖ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✖ Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✖ Site User Becoming Unwell ✖ Site User Developing Symptoms ✖ Inadequate Hand Washing/Personal Hygiene ✖ Inadequate Personal Protection & PPE ✖ Visitors, Contractors & Spread of Coronavirus ✖ Inadequate Ventilation			

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
*Note: you **must** amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.*				
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed				
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	Year group bubbles in place and in zones. Pupils always in their zones / staff move between zones	☒	☐	☐
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	Registers are taken every lesson / form time electronically. Seating plans are available for every class, held centrally for reference if necessary	☒	☐	☐
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	Circumstances need to be assessed and if class-sized groups are not compatible	☐	☐	☒

someone in the group become ill with coronavirus (COVID-19).	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'			
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.	☐	☒	☐
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)	☒	☐	☐
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		☐	☐	☒
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.	☒	☐	☐
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	Social times will be staggered to prevent cross year group interaction. Separate social spaces for each year group.	☒	☐	☐
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		☐	☐	☒
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.	☒	☐	☐
Boarding pupils can be in one group residentially and another during the school day		☐	☐	☒
Siblings may be in different groups	Where siblings are in different year	☒	☐	☐

	groups this will be the case			
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.	☒	☐	☐
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.	☒	☐	☐
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).	☒	☐	☐
Adults avoid close face to face contact and minimise time spent within 1 metre of anyone	Sufficient space for adults to maintain social distance. Clear guidance issued regularly to all staff in briefings (email) defining direct and proximity contact. Staff advised to adhere to expectation of avoiding contact.	☒	☐	☐
Within the classroom a distance between people is maintained so far as reasonably practical	Teachers to remain 2m from students unless offering 1:1 support which will be for less than a	☒	☐	☐

	minute with a face mask worn and standing behind students. TAs will be assigned to year group bubbles so will work within this distance.remaining side by side / behind where possible. All TAs wearing mask / visor or both N.B. Students will not be socially distanced in classrooms but will remain in their year group bubble.			
Face to face contact time is reduced	Full timetable to be taught – all lessons / subjects. Social distancing will diminish direct, close contact.	☐	☒	☐
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.	☒	☐	☐
Staff will work side on to pupils as opposed to face to face whenever possible	As above	☒	☐	☐
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.	☒	☐	☐
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	All EHCP students fully supported. Any medical needs supported.. DfE guidance on supporting pupils at school with medical conditions remains in place	☒	☐	☐
Unnecessary furniture has been moved out of classrooms to make more space		☒	☐	☐
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.	☒	☐	☐

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 and dining spaces within their bubbles.	☒	☐	☐
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.	☐	☒	☐
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.	☒	☐	☐
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.	☒	☐	☐
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.	☒	☐	☐
External entrances to classrooms are used where practical	Where possible but very few external doors.	☒	☐	☐
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.	☒	☐	☐
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. Water dispensers made available for students to get a drink in the lunch areas			
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	Limited access, space offered in other parts of the school for staff to use to minimise numbers using main staff room.	☒	☐	☐
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	All full meetings held remotely. Small sub groups join in large, ventilated spaces where necessary	☒	☐	☐
School can resume non-overnight domestic educational visits	None planned at present. Any proposals to be agreed by Principal. Exception – collaborative courses with GPS recommenced w.c. 09.11 – fully risk assessed.	☐	☐	☒
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.	☒	☐	☐
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 / orienteering 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.	☒	☐	☐
Social Distancing Measures Not Followed During Travel to and from School				

Parents and pupils are encouraged to walk or cycle to their education setting where possible	This will be promoted to parents in letter.	☒	☐	☐
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers Detailed in letter to parents including this link.	☒	☐	☐
Face coverings are required at all times on public and school transport for children, over the age of 11	Information will be shared with parents and strong advice to follow national guidance.	☒	☐	☐
Inadequate Cleaning / Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	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	☒	☐	☐
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	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	☒	☐	☐
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	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	☒	☐	☐
Bins for tissues and other rubbish are emptied throughout the day	Lidded bins are in use in all classrooms and	☒	☐	☐

	should be emptied as part of the cleaning schedule agreed with the cleaning team			
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	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	☒	☐	☐
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.	☐	☐	☒
Outdoor playground equipment should be more frequently cleaned	This would also apply to resources used inside and outside by wraparound care providers	☐	☐	☒
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	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.	☒	☐	☐
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.	☒	☐	☐
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			
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.	☒	☐	☐
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.	☒	☐	☐
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.	☒	☐	☐
Spread of Coronavirus to Staff, pupils and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Parents / Staff will be advised that they must inform us of any symptoms and must not attend school if they have coronavirus (COVID-19) symptoms, 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.	☒	☐	☐
The school recognises that if they have two or more confirmed cases within 14 days, or an	Covid response plan in place. All	☒	☐	☐

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	cases dealt with on an individual basis, records kept – all reported to DfE, PHE (as appropriate and following guidance from the DfE), LA and Trust			
Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.	Any students in this category supported to work from home – regular communication from school and work / equipment provided.	☒	☐	☐
Staff who are Clinically Extremely Vulnerable MUST NOT attend the workplace during the period of national restrictions	All CEV staff work from home during Lockdown2.	☒	☐	☐
Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.	All new guidance shared with the school community – briefings / letters home. See Section 9 of New-national-restrictions-from-5-november	☒	☐	☐
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 in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals)	All staff advised to follow the RA guidance on social distancing. Any necessary Individual Risk Assessments will be completed on a case-by-case basis. Individual Risk Assessments will be subject to regular review	☒	☐	☐
People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace	An Individual Risk Assessment may be needed. Advice sought on a case-by-case basis. Individual Risk Assessments will be subject to regular review	☒	☐	☐
Pregnant women are in the 'clinically vulnerable' category	New and Expectant mother risk assessments will be routinely completed as well as the Covid individual RA. Both	☒	☐	☐

	RAs will be reviewed prior to 28 weeks in line with increased risk factors. Individual RAs will be regularly reviewed. All in line with guidance: RCOG Q&A -covid-19-virus-infection-and-pregnancy			
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain as much distance as possible from other staff and pupils	Full guidance/ expectations will be issued to any adult 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	☒	☐	☐
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	These visits continue within the school and RA expectations	☒	☐	☐
Volunteers may be used to support the work of the school, as would usually be the case	Use of volunteers will be limited to those 'essential' for educational purposes and they will work within the school RA and expectations maintaining social distance at all times	☒	☐	☐
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	☒	☐	☐
Site User Becoming Unwell				
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-	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. Test and Trace QR code displayed in	☒	☐	☐

isolate for 14 days from when the symptomatic person first had symptoms 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	reception to support. stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection			
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.	☒	☐	☐
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.	☒	☐	☐
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	☒	☐	☐
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	guidance on isolation for residential educational settings.	☐	☐	☒
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	☒	☐	☐
Any member of staff who has provided **close contact care** to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, **do not** need to go home to self-isolate unless: • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)	All government guidance to be followed and shared with staff / parents in advance.	☒	☐	☐

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.	☒	☐	☐
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance Cleaning teams will be on site with PPE to clean areas where unwell person has been as per guidance	☒	☐	☐
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. . The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	Regular staff briefings (twice a week) with reminders each time about guidance / detail on testing. Parents informed through letter and regular reminders. Template letters from the DfE / PHE will be sent home as required. Posters regarding how to book a test and when to get tested will be put up around the school	☒	☐	☐
School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out	Supply of tests to be kept updated.	☒	☐	☐
School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	Tests to be held centrally and issued to those unable to access tests externally – those vulnerable and mostat risk. Tests also to be issued to staff unable to access tests externally to maintain staffing position	☒	☐	☐
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	Regular staff briefings / letters to parents (as above)	☒	☐	☐

they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Regular staff briefings / letters to parents (as above)	☒	☐	☐
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 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	All guidance shared through briefings / letters and on the school website	☒	☐	☐
Parents and staff are asked to inform the school immediately of the results of a test. The names of people with coronavirus (COVID-19) cannot be shared unless essential to protect others.	Parents / carers of any student sent home with symptoms is asked to contact the school with test results. School routinely follows up on anyone sent home (students or staff)	☒	☐	☐
If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact	Attendance policy / expectations in place for students and staff. Evidence of a negative test will not be requested.	☒	☐	☐
If 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	Guidance shared with community. School staff clear on guidance (especially those dealing directly with parents / carers)	☒	☐	☐
If someone with symptoms tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from	All guidance to be shared with all families / staff and will be rigorously followed.	☒	☐	☐

the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days	School to contact the DfE / local health protection team in the event of a positive test. School will work closely with DfE / PHE and NHS.			
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 (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	☒	☐	☐
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform	Covid Response Plan in place – SLT all aware of processes in the event of a positive case.	☒	☐	☐

them of what action is needed based on the latest public health advice				
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	Temperatures will not be taken.	☒	☐	☐
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.	☒	☐	☐
Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	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.	☒	☐	☐
Hands are washed with liquid soap & water for a minimum of 20 seconds	See above	☒	☐	☐
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 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 MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Hand washing will be prioritised (as above). Cleanser / gel use will be staff supervised.	☒	☐	☐
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	☒	☐	☐

Disposable tissues are available in each room for both staff and pupil use	Tissues and bins with closing lids in each classroom.	☒	☐	☐
Bins (ideally lidded pedal bins) for tissues are available in each room	Tissues and bins with closing lids in each classroom.	☒	☐	☐
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.	☒	☐	☐
Inadequate Personal Protection & PPE				
In schools that are in areas where the COVID Alert Level is high or very high, or during periods of National Restrictions, adults (staff, visitors and contractors) in Primary Schools DO wear face coverings in areas outside of the classroom at the discretion of the Head Teacher		☐	☐	☒
In schools where pupils in year 7 and above are educated, face coverings **must** be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained	Any exempt students / staff wear a sunflower lanyard or carry an exemption card	☒	☐	☐
In the event of new local restrictions being agreed, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances	Regular and effective communication strategies in place – letters / texts / emails / briefings / website	☒	☐	☐
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning	Staff and students may choose to wear a face covering in a classroom – this is at their individual discretion even though it is not necessary	☒	☐	☐
In such circumstances as face coverings are to be worn in school they must be worn correctly	Face coverings worn in line with guidance: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	☒	☐	☐
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid	Guidance issued in briefings / letters etc.	☒	☐	☐

inadvertently increasing the risks of transmission				
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	Face coverings worn in line with guidance: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	☒	☐	☐
Where a face covering becomes damp, it should not be worn and the face covering should be replaced	Face coverings worn in line with guidance: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	☒	☐	☐
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	A supply of face covering to be kept in school. These are issued at the school gates each morning to students who arrive without a mask. Also issued during the school day in the event of a mask being lost or damaged.	☒	☐	☐
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	All expectations clearly communicated to everyone.	☒	☐	☐
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	PPE has been purchased and is available if needed for staff caring for unwell students with Covid19 symptoms.	☒	☐	☐
Visitors, Contractors & Spread of Coronavirus				
All visits to the school are restricted to those that are absolutely necessary	Visits only to support education and essential for the safe running of the school.	☒	☐	☐

Parent and carer visits are suspended for: • new admissions, • settling-in children new to the setting • attending organised performances	Only essential parental visits will take place.	☒	☐	☐
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	☒	☐	☐
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	☒	☐	☐
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 though the school	☒	☐	☐
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			
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	☒	☐	☐
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	Any immunisation programmes will continue as normal ; these are essential for children's health and wellbeing	☒	☐	☐
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	All visitors details kept at reception	☒	☐	☐
Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: • work or search for work • undertake training or education	See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020	☐	☐	☐☒
All other out of school activities, including lettings, not being primarily used by parents for the above purposes, should close for face-to-face provision for the duration of the national restrictions	All national and local guidelines will be followed (including from Hope Learning Trust)	☒	☐	☐
In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance)	All national and local guidelines will be followed.	☒	☐	☐
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	Where mechanical ventilation systems are in place they will	☒	☐	☐

	be used in line with guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)			
Ventilate spaces with outdoor air	Windows to be opened as often as possible – staff will be advised to do this. Trickle ventilation encouraged to minimise impact of cold weather. External doors opened as / when appropriate.	☒	☐	☐
				☒ ☐
Where possible, occupied room windows should be open	Windows to be opened as often as possible – staff will be advised to do this.	☒	☐	☐
Keep toilet ventilation in operation as much as possible while building is occupied	Windows to be opened as often as possible – staff will be advised to do this.	☒	☐	☐
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	All units to be set for 100% outdoor air, air conditioner units and fans can be used as long as they do not redirect air into other rooms, windows only for ventilation purposes	☒	☐	☐
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air	Windows to be opened as often as possible – staff will	☒	☐	☐

	be advised to do this.			
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	Staff will be advised to do this.	☒	☐	☐
Consideration given to opening high level windows in preference to low level to reduce draughts	Staff will be advised to do this.	☒	☐	☐
Consideration given to only opening every other window instead of all windows when the heating is activated	Staff will be advised to do this.	☒	☐	☐
The school offers flexibility to allow additional, suitable indoor clothing	Staff will be advised to allow students to wear additional clothing if necessary.	☒	☐	☐
Furniture rearranged where possible to avoid direct drafts	Staff will be advised to do this.	☒	☐	☐
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Staff will be advised to do this.	☒	☐	☐
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	This will be done as necessary	☒	☐	☐
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Additional, suitable heaters will be provided as necessary	☒	☐	☐

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	**Yes ☒**	**No ☐**	
What is the level of risk for this activity/situation with existing control measures	**High ☐**	**Med ☒**	**Low ☐**
Is the risk adequately controlled with existing control measures	**Yes ☒**	**No ☐**	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	**Yes ☒**	**No ☐**	

ACTION PLAN (insert additional rows if required)	**To be actioned by**	
Further control measures to reduce risks *so far as is reasonably practicable*	**Name**	**Date**
Staff Working Party to review risk regularly and adjust as necessary	**ERo**	**07.09.2020 onwards**
Updates to be regularly shared with parents / staff / governors	**ERo**	**07.09.2020 onwards**
Weekly review by SLT to make necessary adjustments	**ERo / SLT**	**07.09.2020 onwards**
Updates to be regularly shared with parents / staff	**ERo**	**07.09.2020 onwards**

Weekly liaison with Trust (HT meetings)	ERo	07.09.2020 onwards

State overall risk level assigned to the task **AFTER** implementation of control and action plan measures taken as a result of this risk assessment	**High** ☐	**Med** ☒	**Low** ☐
Is such a risk level deemed to be as low as reasonably practical?	**Yes** ☒	**No** ☐	
Is activity still acceptable with this level of risk?	**Yes** ☒	**No** ☐	
If no, has this been escalated to senior leadership team?	**Yes** ☐	**No** ☐	

Assessor(s): **Position(s):**	**Signature(s):**	
Date: 01.09.2020	**Review Date:**	**Half termly**

N.B. This document will be subject to review and change in line with any new guidance from the government.

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

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

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

POTENTIAL OUTCOME	Remote	Unlikely	Possible	Likely	Highly Likely
Catastrophic					
Major					
Moderate					
Minor					
Insignificant					

LIKELIHOOD

REVIEWED 18/09/2020 MWa/ERo – Changes Highlighted Green

REVIEWED 13.11.2020 ERo – Changes highlighted brown