

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER UPDATED JANUARY 2021			
Location	Goldsborough Sicklinghall Federation			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and <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/Sanitising</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>			
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. In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</i></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.</p> <p>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>Staff are not mixing in bubbles or other classrooms – if they do, log these dates and instances with the school administrator to keep a log of prolonged exposure to children in other bubbles in case anyone becomes symptomatic or has a positive test.</p>	<p><b>Details:</b></p> <p>Single class bubbles with allocated TA to support with PPA / playtime and lunchtime duty. Keep to own bubbles and don't mix in other classrooms.</p> <p>Minimal crossover of adults (some may be needed to cover outdoor playtimes / PPA / Wraparound Care).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>	<p>All classes and lunch time supervisors to have a notebook detailing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	these with the names and dates of children outside of their bubble.			
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	<p>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' <i>This may become 'school' bubbles if numerous members of staff become unwell / are isolating in order to cover classes.</i></p> <p>To offer full range of subjects and cover, multiple groups may have to isolate depending on their interaction with particular adults. Depending on Wraparound Care and other interactions, each school may need to close and isolate.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups.	Pupils will be in class sized groups and regular handwashing (following the timings and routines established before the summer holidays) and cleaning of the environment / resources throughout the day and at the end of the day will be vital in EYFS / Y1 and Y2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.	Pupils in Y3-Y6 are unable to distance when sat at tables due to the small	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>With the new variant, continue to be vigilant with children using their own equipment where possible.</p>	<p>nature of the classroom. <b>All children must face forwards.</b> Children must be given a set seat and maintain the sole use of this space. <b>Children will use their own equipment</b> which will be kept in individual, named zip-lock bags. High vigilance with handwashing and cleaning of the classroom, PE equipment and toilets between use will be additional safety measures.</p> <p><i>Continue with the routines of cleaning that have been established. With fewer children in each bubble handwashing and cleaning time is reduced considerably.</i></p>			
<p>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.</p>	<p>Class Bubbles will solely use their own classroom and their external doors for entrance and exits.</p> <p><b>UPDATED for SCPS for Winter: W and CB use ramp entrance and exit (grass is a slip hazard for families when muddy) as classes arrive and exit 30 minutes apart. SB use main entrance as previously.</b></p> <p>The only children permitted to use the hall are those booked in to Wraparound Care children (working in non-mixing, separate areas). Where a single child from one bubble attends Wraparound</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>care, there is no need to make them sit alone. Frequent handwashing throughout the session and disinfecting of all equipment used.</p> <p><i>N.B. Some equipment may be best 'out of use' until further notice. Consider how things can be used / cleaned to best prevent contamination. e.g. one class may use a piece of equipment on one evening and other the next etc.</i></p> <p>P.E lessons will be outside unless inclement weather. If the coach uses the hall, handles and surfaces touched will be cleaned by him and the bubble TA between P.E groups. Children must wash their hands immediately after P.E.</p>			
<p>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.</p>	<p>EYFS / Y1 and Y2 particularly.</p> <p><i>Y3-Y6 should try do promote distancing as much as possible throughout the day. If there are spare seats in the classroom, space should be left between children as much as possible.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for wraparound care.</p>	<p>See notes above.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Siblings may be in different groups.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable – <i>only when absolutely necessary for cover purposes. Now in lockdown again, we should try to cover in the bubble as much as possible.</i></p>	<p>Offer staff members the option to wear a face covering if they feel that it is necessary for their peace of mind /</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>health and wellbeing. When not in use, face coverings must be stored in a named, zip-lock bag.</p>			
<p>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, <b>ideally 2 metres from other adults.</b></p> <p><b>Consider whether conversations between staff members in other bubbles need to occur at all.</b></p>	<p>Staff should not freely move between bubbles /classrooms or gather in groups / with members of other bubbles unless asked by SLT for Teaching, PPA Cover, Lunch Cover, Class Support as a TA or in the instance of an emergency / safeguarding incident. This must be adhered to even if staff are working together e.g. for a lunch duty outside. Staff must remain distanced from each other as much as possible.</p> <p>The use of face coverings is permitted in communal areas and by staff who are vulnerable or with vulnerable family members.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where possible adults maintain a <b>2 metre</b> distance from each other, and from children.</p> <p>Reiterate the significant distance of 2m to all staff members – this is much further away than</p>	<p><b>Definitions</b></p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for <b>any length of time</b>, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>over one day) with an infected individual</p> <p><a href="#">Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a></p>			
<p>Adults avoid close face to face contact and <b>limit time spent within 1 metre of anyone to less than 15 minutes duration.</b></p>	<p>When necessary, longer periods of time with each other (e.g. Staff Training) must ensure adequate ventilation and distancing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Within the classroom a distance between people is maintained so far as reasonably practical.</p>	<p>It is accepted that distancing may not be possible in primary schools at certain times. Adults to maintain a 2m distance when they can.</p> <p>Windows and doors to be open when possible to allow air flow through a room – air flow must be obvious to counteract where children are not able to distance. This can be 'trickle ventilation' in winter months or wide open on warmer days.</p> <p>Sicklinghall will open the whole of the bi-folding classroom doors throughout the day or at least at lunch time and play time as extra ventilation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Goldsborough staff may be directed to stand at the external doors with them open (monitoring for safeguarding rather than just leaving them open) at periods throughout the day as required for additional airflow throughout the building.</p>			
<p>Face to face contact time is reduced and limited to no more than 15 minutes duration.</p> <p>Governor and other group meetings in person will need to ensure that distancing of 1-2m is maintained and that hands are washed before the meeting.</p> <p>There will be no refreshments at meetings until further notice.</p> <p>Discussions about continuing to use Teams where appropriate to be had and decided prior to each meeting. If in school, the whole room will need cleaning and sanitising afterwards.</p>	<p>When close proximity is required, alternative solutions should be sought e.g. for 1:2:1 reading, the teacher could take photocopy of the text and make notes on it from a distance while the child reads their copy.</p> <p>If a child has a medical need / emergency that requires this to happen, safeguarding the child should always take priority. Staff should use their emergency 'red card' to send for another member of staff in this instance. Staff must log when they have spent 15 minutes with children in their book in case of an outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are seated side by side and facing forwards, rather than face to face or side on.</p>	<p>Class layouts must be adapted in Y3-Y6.</p> <p>To ensure provision in EYFS/Y1/Y2, children are likely to be learning in areas of provision. Model playing 'side by side' and encourage it.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Older pupils (Y3/Y6) must have a fixed seating position.</p> <p>With fewer children in school, the children can now be spaced out more on their own tables where possible.</p>			
Staff will work side on to pupils as opposed to face to face whenever possible	Staff should try as much as possible to position children away from them in the classroom and classroom and work side on.	<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.	Government Guidance asks for all Vulnerable and SEND children in school and that ECHP plans are fulfilled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Unnecessary furniture has been moved out of classrooms to make more space.</p> <p>Please re-assess what is needed and if anything can be 'out of bounds' or could be removed.</p>	This must be covered / stored in the piggeries / loft so that other areas of school (e.g. the library or the hall) can be used to ensure adequate curriculum coverage.	<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.	Use of 'Picture News' Assemblies and Teams for Staff to deliver Assemblies for classes. HT and AHT to arrange a way to deliver some remotely.	<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.	<p>All lessons to be done in classrooms / outdoors. P.E to be outside.</p> <p>Library Area to be used by Class 4 for EHCP support / Cherry Blossom for EYFS home teaching.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep	Staggered start and finish times should not reduce the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

groups apart as they arrive and leave school	amount of overall teaching time.			
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact.	Communicated in letter to parents 4.9.20.	<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).  Classes must be ready and moving outside ahead of their bubble collection so that parents are not gathering while waiting for a class running late.	Adults in school must be aware of entrance and exit points for all classes so that they can direct parents to their correct locations to avoid mixing of bubbles when waiting. Adults in school must ask Mrs Sumner / Mrs McCarthy to send a reminder text if this is not being adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	CYPS Bulletin (Sent 7.1.21)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt.  Reminder texts to be sent if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time.	This will reduce the amount of people assembling in and around the school grounds and will help with social distancing.  Sent via CYPS Bulletin (7.1.21)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	Sent via CYPS Bulletin (7.1.21)	<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). <i>Reminder texts / communications to be sent if they are not following the rules.</i>	No meetings in school with parents unless absolutely necessary. Parents asked to communicate with admin by email or phone.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

External entrances to classrooms are used where practical.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered.	Children can continue to eat in the hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p> <p>This is a real risk for contamination if the kettle /door handles etc are not wiped after each person has used it. SS / RMC to check that communal areas for staff have adequate cloth / D10 supplies. Staff should not become complacent in these areas for their own safety.</p> <p><b>All staff have been reminded about sitting at opposite ends of the staffroom (no more than 2 people in at once) and using other areas – Library / HT office etc.</b></p> <p><b>Only one person allowed to sit at the Sicklinghall staffroom table.</b></p> <p><b>This will be monitored and furniture removed / seats taped off if necessary as per LA guidance.</b></p>	<p>The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day.</p> <p>Staff room used only by staff members who are on their break / lunch slot. Other areas in school to be used to spread out. If SLT / Admin to use the staff room outside of these times where possible. Distancing and cleaning measures must be adhered to. D10 and cloths must be available in these areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School can resume non-overnight domestic educational visits. These are once again prohibited.	Domestic (UK) overnight and overseas educational visits are prohibited	<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.	Neil Atkinson fully aware of this. Sporting Influence also have their own Covid Risk Assessment. P.E taught solely in Bubble groups. Children at home are not taught live; instead they are sent SI resources.	<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	Neil Atkinson (leading P.E) and Gaby Bartlett to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

paying scrupulous attention to cleaning and hygiene	<p>ensure all P.E protocols are adhered to.</p> <p>Schools should refer to the following advice:  <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</p> <p>advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></p>			
Outdoor playground equipment should be more frequently cleaned	This would also apply to resources used inside and outside by wraparound care providers.	<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	<i>Due to the nature of the school location this is not possible for many families due to the distance travelled.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	<a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place.	D10 stocks to be checked daily. Communicate with SS / RMc is supplies are running low.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal.	<p>The photocopier buttons must be wiped between use by the staff member using them.</p> <p>Toilets / Sinks / handles etc. must be</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	cleaned once everyone in the bubble has used the facilities prior to the next bubble using them. Children must be supervised by an adult to ensure that they are washing their hands adequately for at least 20 seconds using soap.			
There is also only one staff toilet in each school: GPS to use the disabled toilet as additional. D10 Spray Bottle and cleaning materials be in place for staff to spray / wipe after use to minimise cross infection.	Doors Handles Sink Taps Toilet Roll dispenser all to be sprayed / wiped with D10 / wiped with antibacterial wipe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.	Hand sanitiser left outside Goldsborough and Sicklinghall for staff to use prior to using the keypad. Mrs McCarthy to check that this is full each week.  Mrs McCarthy / Mrs Sumner to wipe the pad with a sanitising wipe after visitors have been in case they have not used hand gel e.g. post / fruit and vegetable delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day by the staff in the class bubble.	Staff to check that their lidded bin is in use and that the lid is fixed on the bin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary.	Staff to ensure that they have all that they need in their classroom. Chemicals and hand sanitiser to be kept out of reach of children / in cupboards.	<input 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.	Children allocated to certain areas. Children gathered 'back to the carpet'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	to allow equipment to be sprayed between use. This must be done before playtimes and lunch time. Each class bubble to have their own playtime boy of equipment. Trim Trail at Sicklinghall not in use.			
<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.	Do children have their own packs / pots still?	<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.	<b>Unnecessary / non-essential equipment must be removed / streamlined in EYFS / KS1.</b> Equipment must be reduced and stored elsewhere. (Anything required for curriculum learning is allowed). Question if anything difficult to wipe down easily is actually needed at present. Dettol spray can be used on things difficult to wipe down.	<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	Each class bubble is responsible for cleaning all shared items and disinfecting with D10 before putting it back ready for another group to use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags in to school	Pupils have been asked not to bring pencil cases for now – this will be provided. Lunch boxes and water bottles should be wiped when brought into school. TAs to ensure that this is part of the routine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>This is especially important at Sicklinghall with Supply Teachers in place. NK and DF to ensure this is completed and that the teacher is reminded of handwashing times.</p>			
<p>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.</p> <p>It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking.</p> <p>Self-marking by pupils following the school Marking and Feedback Policy e.g. Pink and Green pen / pencil will support marking of daily lessons where needed.</p>	<p>Reading books and planners are essential for children to take home.</p> <p>It is not possible for these to be left unused for periods of time so they must be disinfected / wiped.</p> <p>Planners and reading books from different homes should not be stored in a box altogether. They must be kept in their child's place or in their bag.</p> <p>Adults must wash / sanitise hands before and after writing in planners and handling reading books.</p> <p>When reading books are returned, they must be stored in a box for 72 hours before they put back onto the book shelf for other children to access / take home.</p>	<p>☒</p>	<p>☐</p>	<p>☐</p>
<p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day</p>	<p>NO personal devices are brought into school to be used by children. Staff must ensure that their mobiles phones, if being taken out (e.g. in the staffroom), are wiped.</p> <p>N.B. Mobile phones should not be out in the classroom at all</p>	<p>☒</p>	<p>☐</p>	<p>☐</p>

	for safeguarding reasons. Ideally bags should be away in a cupboard or left in the staffroom. Phones can be used in emergencies to contact people outside of their bubble.			
<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	Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 <sup>st</sup> August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible.	<a href="#">Clinically extremely vulnerable</a>  Individual risk assessments are needed and guidance must be sought.  No staff members are personally clinically vulnerable. Staff members to email and ask to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>meet with the Headteacher in the first week if they think they require a personal risk assessment.</p> <p>If staff have not yet looked at the risk assessment sent previously, they must do so and send to ZP or meet with ZP.</p>			
<p>Staff who are in the clinically extremely vulnerable group and 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)</p>	<p>Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace</p>	<p>An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review.</p> <p>Staff members should tweak their daily tasks to spend time away from the</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	children as a whole group (unless needed for lunch cover – the <b>outside slot</b> is preferable for ECV staff members).			
<p>No staff are themselves clinically extremely vulnerable according to government criteria.</p> <p>Staff who are in the clinically extremely vulnerable group can continue to attend school in Tiers 1,2 and 3 unless they live in a Tier 4 area.</p> <p>Staff who have vulnerable family members so do what they can to maintain a distance from the children (leave the front row clear in class for example, or work outside of the classroom other than for cover periods – this may mean photocopying work packs, working online with pupils etc.)</p>	<p>Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list).</p> <p>Where a certified medical professional advises that a CEV employee should not attend the workplace on account of their specific condition and the risk of covid-19, this should be given significant weight in undertaking an Individual Risk Assessment</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All pupils, including those who are <u>clinically extremely vulnerable</u> , can continue to attend school in Tiers 1-3 unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school OR they live in a Tier 4 area	<u>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shielding advice is currently in place in Tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school	Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work.	Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*This does not apply directly to any staff member as none are CEV themselves.				

	<p>recently in November 2020. Where a certified medical professional advises that a CEV employee should not attend the workplace on account of their specific condition and the risk of covid-19, this should be given significant weight in undertaking an Individual Risk Assessment</p>			
<p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.</p>	<p>HT has agreed that families who are CEV and feel uncomfortable sending their child will be fully supported at home.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Clinically vulnerable staff can continue to attend school</p>	<p>While in school they should follow the specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children and adolescents</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising</p>	<p>Consider longer engagement of supply staff to</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>PPA Cover to return back to the TA for that bubble supporting the children in school to avoid mixing. No TAs should be mixing in bubbles unless absolutely necessary e.g. if another staff member is off sick or isolating.</p>	<p>minimise movement between sites.</p> <p>Mr Mallett will be used where possible. Full time Supply Teachers used for SB and W to limit new staff coming in. Limited staff will mix between sites unless absolutely necessary and agreed with the Headteacher e.g. PPA cover or training. When this is the case distancing and hygiene is paramount.</p>			
<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p>	<p>See Inadequate Personal Protection &amp; PPE section of this risk assessment.</p> <p>Each school has a small amount of PPE equipment sent by the LA. Class Bubbles should collect some of this and store safely in their bubbles as they did before the summer holidays.</p>	☒	☐	☐
<b>Site User Becoming Unwell</b>				
<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p>	<p><a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p>N.B. When a person has a test and tests positive, the response says to isolate for 10 days from when symptoms began (not from the test date). Staff should keep a note of the</p>	☒	☐	☐

	day their symptoms begin if they start to feel unwell.			
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.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  <i>N.B. Assess location at the time – Library, Staff room, Hall can be used.</i>	<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.	The pupil should use the disabled toilet if waiting to be collected.	<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).	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.		<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.		<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.	This is additional to the other handwashing throughout the day.	<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. <i>D10 should be used.</i>	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have	The advice service (or PHE local health protection team if escalated) will provide definitive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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</p>	<p>advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p>			
<p>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 &amp; Trace.</p>	<p>Letter to remind parents of this to be sent out.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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)</p>	<p>Letter to remind parents of this to be sent out.</p> <p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test.</p>	<p>Letter to remind parents of this to be sent out.</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>for the remainder of the 10-day isolation period</p> <p>If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p>	<p>This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice			
Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place.	School had a thermometer to use if a child says that feel unwell / hot. To be discussed with the Headteacher in these instances.	<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	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils. Staff are also allowed to use hand sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Routines re-established with children in week 1. School Rules and Covid Rules used prior to the summer holidays a focus of week 1 in class.	<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.  Staff to communicate with the admin staff regularly about stores of products as they are using them and ask for them to be ordered in a timely manner.	All classes to use sinks in their classroom every time. Those without a sink at Goldsborough should use bowls of warm water or EYFS can use the KS1 toilets and Y5/6 can use the KS2 toilets. This area must be supervised, controlled and sprayed between children by the supervising adult.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE	Skin friendly skin cleaning wipes can be used as an alternative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.				
<p>The 'catch it, bin it, kill it' approach is very important and 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>	☒	☐	☐
Disposable tissues are available in each room for both staff and pupil use		☒	☐	☐
Bins (ideally lidded pedal bins) for tissues are available in each room		☒	☐	☐
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.		☒	☐	☐
<b>Inadequate Personal Protection &amp; PPE</b>				
<p>Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.</p> <p>In Primary schools where social distancing is not possible such as indoor areas outside of classrooms, between members of staff or visitors (for example, in staffrooms) staff may wear face coverings (e.g. visors) at the discretion of the Head Teacher. NB. Visors do not provide full protection when in communal areas, they protect absorption of the virus via the eyes.</p>	<p>Face coverings in the classroom are optional for those families / staff members with medical circumstances at home where the parents / staff members feel it is necessary for their personal situation.</p>	☒	☐	☐
In schools that are in areas on the 'Covid-19 watch list', adults (staff and visitors) in primary schools and in secondary schools DO wear	<p>Staff to read guidance regularly – all staff to wear</p>			

<p>face coverings in areas outside of the classroom</p>	<p>masks in communal areas at all times and during staff meetings delivered in person.</p>			
<p>In the event of new local restrictions being imposed, schools will ensure they communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances</p>	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In such circumstances as face coverings are allowed to be worn in school they must be worn correctly.</p>	<p>Teachers must be responsible for using their own face coverings correctly and for reminding any pupils in their class whose parents have chosen for them to wear one how to store them when removing them.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where a face covering becomes damp, it should not be worn and the face covering should be replaced.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>This procedure should be communicated clearly to pupils and staff.</p> <p>Do not leave face coverings on tables etc. They must be placed in a Ziplock bag when removed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>	<p><a href="#">safe working in education, childcare and children's social care</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Most pupils and staff who use them are required to remove face coverings on arrival at school unless a parent has requested otherwise.</p>	<p>Face coverings are optional for those families / staff members with medical circumstances at home where the parents / staff members feel it is necessary.</p>	<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.		<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.	All pupils wash their hands immediately (in turn) when entering their classroom each day.	<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.	Mrs Sumner and Mrs McCarthy must book visits in and be available to supervise visitors on site and provide with hand gel etc. Visitors must provide their own risk assessment and maintain distance from everyone else.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival.	Mrs Sumner and Mrs McCarthy to do in person when signing them in.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the 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"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external	In doing so, schools should ensure they are considering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>bodies or organisations, such as external coaches or after-school or holiday clubs or activities.</p> <p>At present, no activities other than school Wraparound Care.</p>	<p>carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance</p>			
<p>School has resumed, or is working to resume, all their breakfast and after-school provision in all local restriction tiers</p>	<p>This is dependent on the school being fully open not partially open</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A record is kept of all visitors.</p> <p><b>Form to be completed of name and telephone number for all non-staff members entering the building for essential work.</b></p>	<p>Mrs Sumner and Mrs McCarthy to do in person when signing them in – include contact number of the specific contractor.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
<p><b>Ventilate spaces with outdoor air.</b></p> <p>Main School gate / gates to be locked and unlocked by the administrator for safeguarding purposes at the start and end of the school day. No other access into school unless through the main entrance via the administrator.</p> <p>Staff members to be vigilant of class numbers and that they are not going outside unaccompanied.</p>	<p>Windows and doors open for ventilation throughout the day – this it to provide a movement of air. The classroom must be warm enough to work in (above 16 degrees). Children may need to wrap up. Teachers to communicate with parents via Scholar pack if necessary re: additional layers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The Workplace (Health, Safety and Welfare) Regulations 1992, which apply to all workplaces, including schools, set out requirements on minimum temperatures in workplaces. Regulation 7 requires that temperatures shall be “reasonable” and the accompanying Approved Code of Practice (ACoP) defines this as “normally at least 16°C” (60°F) during “the length of time people are likely to be there”. The NEU would recommend 18 degrees for classrooms.</p>				
<p>Where possible, occupied room windows should be open.</p>	<p>Please continue to review the stagnant air in the classroom and ensure that times when the children are not in the classroom are used to increase air flow. This does not</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Keep toilet ventilation in operation as much as possible while building is occupied.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	mean that classrooms must be cold, instead, new air must be circulated in throughout the day.			
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. This includes classroom doors inside.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	All windows and doors to be open during playtime and lunchtime when the children are not in the classroom to ventilate the room and to move stagnant air. At other times, these can stay closed with windows open to allow 'trickle ventilation'. There is no requirement to have them open all the time unless it is to provide free-flow learning environments in EYFS.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Respond to the requirements of the room – if very warm, open to ventilate the area, and once ventilated, close them again rather than leaving them open all day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air. This will not be required as 'full ventilation' during playtimes and lunch times when the children are not in the classroom will move any stagnant pockets of air.	Desk fans are pointed away from people and pointed at walls etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters, they can use PAT tested Electric Heaters in school. These must be checked and turned off at the end of the day.	Electric fan heaters used sparingly due to increased fire and electrical risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		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 checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan.		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
<b>ACTION PLAN</b> (insert additional rows if required)		<b>To be actioned by</b>		
Further control measures to reduce risks so far as is reasonably practicable		<b>Name</b>	<b>Date</b>	
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
<b>Assessor(s):</b>	Zoe Pickard	<b>Signature(s):</b>		
<b>Position(s):</b>	Headteacher			
<b>Date:</b>	Updated 8.1.21	<b>Review Date:</b>	To be updated as further guidance is released.	
<b>Distribution:</b> All staff members and Governors.				

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	Remote	Minor					
Insignificant	Minor injury	Remote	Less likely to occur	Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

**LIKELIHOOD**