

Activity/ Situation	WIDER OPENING OF SCHOOL			
Location	Fulford School			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, CYP 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 ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>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.</i></p>				
Social Distancing Measures Not Followed				
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	Early Years Foundation Stage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance Full time provision remains available for all children of key workers and vulnerable pupils. We remain open during school holidays, including bank holidays and monitor attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	with returns to DfE. We work with social care to identify and encourage attendance of our most vulnerable groups.			
Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible	DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the 2 metres rule is applied	16 classrooms have been adapted to enable 2m distance. Timetabling has allowed for grouping size that can access these facilities. Floor markings and arrival and movement protocols support 2m distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded	Cloakroom facilities are monitored on arrival by staff. Each child has an identified toilet and sink to use. There are no all cohort break. Teachers will allow pupils to use the toilets throughout their session and no more than one child will leave their classroom at any one time. SLT will maintain duty rotas on corridors and staff will have 2 way radios.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP use the same classroom or area of a setting throughout the day	This is maximised. Pupils will be taught	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	<p>in the same group and classroom for English, maths, and science.</p> <p>In line with 'Guidance for secondary school provision from 15 June 2020' some mixing is unavoidable due to the range of subjects taught.</p>			
Pupils are seated at the same desk each day if they attend on consecutive days	As above	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CYP and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups	Groups will work in isolation from other groups of pupils in the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	<p>This is maximised. Pupils will be taught in the same group and classroom for English, maths, and science.</p> <p>In line with 'Guidance for secondary school provision from 15 June 2020' some mixing is unavoidable due to the range of subjects taught.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff	Identified staff will work with pupils in given quarter cohorts. Teachers may work with more than one cohort but never at the same time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact	Staff training, 1 st June onwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	Staff training, 1 st June onwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consideration given to which lessons or classroom activities could take place outdoors	There will be no practical work. Pupils will remain at desks to ensure 2m social distancing	<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	There will be no practical work. Pupils will remain at desks to ensure 2m social distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded	Pupils will have an allocated toilet. There will be no whole cohort breaks. Pupils will be allowed to visit the toilet one at a time from their teaching groups under staff supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assembly groups staggered	No assemblies will take place for any pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all CYP are not moving around the school at the same time	No breaks will take place for year 10 and year 12. Key worker and vulnerable pupils will have supervised breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch breaks are staggered	Only key worker and vulnerable pupil will have lunch in school. They will be supervised by staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity	Only key worker and vulnerable pupil will have lunch in school. They will be supervised by staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	One-way circulation is in place around the site and in teaching blocks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and	SEND support is available through timetabled TA provision and pastoral	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

social stories to support them in understanding how to follow rules)	support both within and outside of school.			
Drop-off and collection times staggered	Advice on car drop offs given.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend	Parent and carers of pupils who need to be accompanied onto the school site advised and adaptations made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and CYP are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Shared in protocols	<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)	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools offering residential provision have considered the maximum number of CYP they can safely accommodate in residences		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff working in Offices are adequately distanced, are on rota or are working from home	Rota in place and office protocols shared	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained	Not in use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and CYP encouraged to walk or cycle to their education setting where possible	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	Coronavirus (COVID-19): safer travel guidance for passengers Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times	Liaison with CYC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers	Liaison with CYC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	School Office to assist with school transport			
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	Liaison with CYC School Office to assist with school transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning				
<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p> <p>Cleaning Operatives in each block (A, N, H and B) from 10 am to 12.30 undertaking:</p> <ul style="list-style-type: none"> Bins emptied cleaned and new plastic liners inserted, used bin liners placed in refuse bags in agreed area and tied. Bins in classrooms that are located near the propped open classroom door Hygiene areas cleaned including taps, toilets, sinks All touch point areas eg. banisters, door handles, push plates on doors <p>Cleaning Operatives working from 12.30 (or first thing in the morning before 8.30 am) undertaking:</p> <ul style="list-style-type: none"> Work surfaces including desks and tables cleaned down with antibacterial fluid Hygiene areas cleaned including taps, toilets, sinks ready for the morning Door handles, entry pads and light switches cleaned down Fogging machine in each block on different days (Monday - A Block, Tuesday - B Block, Thursday - N Block, Friday - H Block) Fogging machine to be used with close liaising with Senior Site Manager – implications relating to disarming smoke detection in areas that foggy takes place. <p>Wednesday Deep Clean:</p> <ul style="list-style-type: none"> All rooms that have been used to have the fogging machine used. 	<p>CSG (contracted cleaning company) are aware of the additional cleaning requirements.</p> <p>School staff members are not responsible for cleaning.</p> <p>Antibac wipes will be available in each classroom for use by adults only and not by students.</p> <p>As visitors are not allowed on site, internal doors can be propped open during occupancy to reduce touch points. NB Fire Alarm – they must be closed as part of the fire evacuation process.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> ICT rooms used to have the fogging machine used on a 10 micron setting – <p>School Office, Reception, Staff Room, Staff Toilets and other Offices used would be on the routine cleaning schedule.</p>				
<p>Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal</p> <p>As above and a checklist is signed by cleaning operative with time stated when cleaning took place.</p>	CSG are aware of the rooms being used and Site Staff to let them know if these change.	<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	As per cleaning regime identified above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	As per cleaning regime identified above.	<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	CSG on site supervisor and school Senior Site Manager to ensure stock levels remain adequate and monitor throughout	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and CYP use	Purchased and available for all SYMAT schools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it	No practical sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere	All classrooms cleared of non-essential equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	All classrooms cleared of non-essential equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	Shared in protocols	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently	No shared materials or surfaces for pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Staff to clean work station prior to and after use.			
Staff not taking resources from school home e.g. books	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work	Shared in protocols. Considered in staffing rota	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site	Shared in protocols Considered in staffing rota	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting	Shared in protocols Considered in staffing rota	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued	Considered in staffing rota	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone becomes unwell with a new, continuous cough or a fever in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance	COVID-19: guidance for households with possible coronavirus infection guidance Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the CYP and with appropriate	Classroom identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

adult supervision if required. Ideally, a window should be opened for ventilation.				
If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	Use of single visitor toilet opposite hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	PPE equipment available and instructions issued. First aiders always on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people	CSG cleaners to clean with 'cleaner disinfectant' once pupil has been collected. CSG have own tool box talks that CSG staff will receive training and sign for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>coronavirus, and are encouraged to get tested in this scenario</p> <p>Shared in protocols</p> <p>HR and Absence Line to be used</p> <p>SYMAT Estates and Facilities Manager to be informed immediately as this is a reportable disease under RIDDOR and a 'track and trace' type of procedure will need to be clearly enforced</p>			
Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	<p>The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms</p> <p>Shared in protocols</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	<p>If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Shared in protocols HR and Absence Line to be used			
Inadequate Hand Washing/Personal Hygiene				
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p> <p>Posters have been displayed in hygiene rooms and other significant areas around school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	<p>Guidance on hand cleaning</p> <p>Posters have been displayed in hygiene rooms and other significant areas around school</p>	<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 SUPERVISION because in normal circumstances CYP should not be using alcohol based hand cleansers	<p>80% alcohol sanitiser has been purchased.</p> <p>Site staff to record how many are distributed and inform SYMAT Estates and Facilities Manager when stocks are low</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to CYP where	Pupils will be allocated a toilet that	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	will be shared by a small group of pupils. They will be regularly cleaned throughout the day.			
Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
PPE will need to be worn by a member of staff if a CYP becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	PPE available and Public Health advice on 'Donning and Doffing' included if required. Staff to be briefed on use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	Sourced centrally by the SYMAT and Site Team to monitor stock levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype	Shared in protocols Shared on website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Shared in protocols Shared on website	<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	SYMAT and Site Team to ensure that all contractors attend by agreement with appropriate risk assessments and controls are in place	<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	SYMAT and Site Team to ensure that all contractors attend by agreement with appropriate risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	assessments and controls are in place			
Inadequate Ventilation				
Ventilate spaces with outdoor air	Site Team to implement and monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)	Site Team to implement and monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Site Team to implement and monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air	Site Team to implement and monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Site Team to implement and monitor and identify which doors are fire doors and those that are not can be propped open with a 'cheese wedge' type device. Clearly identify them all on a site map if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)	New fire evacuation procedure explained to all stakeholder. Re rooming of medical room undertaken.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available	Site Team to ensure these are all up to date and accessible on a map near the fire panel for Fire Officer easy access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details	Site Team to implement and update if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Activities				
CYP do not interact in a manner where they will have close contact with each other	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(maintain social distancing). This must be supported by very clear expectations				
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts	These will not take place	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance	These will not take place. All necessary CLEAPSS guidance is received by Heads of DT, Art and Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
<u>Consultation</u> Governor Meeting Emailed to staff Shared on School Website Staff Training	S Lewis	03.06.20		
<u>Information Sharing</u> Letter to parents to include tentative plan, drop off and pick up points, appointments for visiting school etc				
Inform contractors	Senior Site Manager	As required		
Monitor and Review	All staff	Ongoing		
Update risk assessment weekly initially	S Lewis	Every week		
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 <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"/>	
Assessor(s):		Signature(s):		
Position(s):				
Date:		Review Date:		

Distribution:

<i>Risk rating</i>	<i>Action</i>
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	

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD