

Activity/ Situation	WIDER OPENING OF SCHOOL				
Location					
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
<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 Only morning nursery – numbers limited at 15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 Three key worker bubbles established – Y2/3, Y3/4, Y4/5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Two Y6 groups – alternate seats, tables set apart; adequate space in groups should more select to return Two Y1 groups – alternate seats and carpet spots, adequate space within to allow a few more children One Reception group in two rooms with 3 adults One morning group of 15 nursery children.			
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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded	Cloakrooms allocated one per bubble and alternate/ three spaced pegs. Almost each bubble has own set of toilets – key worker children may need to share. All use separate entrances to classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP use the same classroom or area of a setting throughout the day	All bubbles to remain in class base- except for singing, ICT and PE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated at the same desk each day if they attend on consecutive days	All children will be allocated seat	<input checked="" type="checkbox"/>	<input 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	All bubbles have consistent TA and teacher	<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	Except key worker groups as different children come each day but will be kept as consistent as possible	<input checked="" type="checkbox"/>	<input 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	All groups maintain same staff unless illness or parttime, then one other staff enter only that bubble and no others	<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	All staff advised re working practice to reduce face to face contact	<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.	All staff advised re working practice to reduce face to face contact – notices prominent in all areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to which lessons or classroom activities could take place outdoors	Outdoor area to be planned if weather permits, particularly in Nursery and reception – different equipment for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	each group- nursery equipment put away at lunchtime to allow reception more space			
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Only movement to hall on Wed pm for singing – route established to avoid contact between bubbles – PE use of outside doors – ICT to be booked	<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	Staff to monitor toilet use and each has own set to use – toilets to be cleaned at lunchtimes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assembly groups staggered	Assemblies will take place in bubbles – no whole school	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all CYP are not moving around the school at the same time	Timetable created for staggered playtimes and lunchtimes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	CYP should clean their hands beforehand. Lunches will be brought into their classrooms – lunch breaks staggered and supervised by lunchtime supervisors – first aider wear PPE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity	If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place PE outside – only singing in hall – spaces to be demarcated by hoops – risk assessment in place – teachers to be distanced by more than 2 metres and children to remain seated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 system on playground for parents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 social stories to support them in understanding how to follow rules)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Drop-off and collection times staggered	Doors open from 8.30 – allowing staggered drop off until 9am...pickups Rece at 3.00, Y1 at 3.10, rest at 3.15, Nursery diff entrance – normal timings	<input checked="" type="checkbox"/>	<input 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	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent they must follow social distancing guidelines Parents informed and aware of one-parent per pick up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Parents informed re social distancing – markers on fence for queuing outside school, and spots 2m distance in yard and oneway system	<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)	Parents informed by letter via email and Marvellous Me	<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)	Parents informed by video and caretaker and staff on gate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	All children to use external door of classrooms for entrance and exit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously	Staggered playtimes and lunchtimes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	Nursery limited to 15, Reception limited and spread through 2 classrooms and outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	Nobody to enter office – notice on door -to knock and speak from door – unless invited in at social distancing- visitors to be spoken to with glass screen closed	<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	Alternate seats to be used (alternate seats rotated)– anti bac wipes in kitchen areas – staggered lunch breaks	<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		<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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transport arrangements cater for any changes to start and finish times		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Cleaning				
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Cleaners are also lunchtime supervisors – so will clean at lunchtime instead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	All door handles, toilets etc cleaned at least twice a day – tables etc cleaned several times during day. Toys in nursery/rec cleaned daily or put away for 72 hours. All rooms fogged weekly	<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	Anti bac wipes available by door entry and photocopiers etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Cleaners empty after lunch	<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	Caretaker maintaining stock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and CYP use	Tissues readily available in each room	<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	Only morning nursery to enable cleaning of equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	Trim trail not used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from	Equipment removed from classrooms that isn't easily cleaned. Or equipment on a weekly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

classrooms and other learning environments where there is space to store it elsewhere	cycle as lack of storage space			
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	Soft articles removed and stored	<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	Any items brought to be stored until end of day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently	As above – lunchtime cleaning and evening, staff clean gluesticks etc after use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books	Staff to mark in school – pens to be wiped and hands to be washed	<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	Anti bac wipes to be used	<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	Parents sent guidance	<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	Staff shielding not expected to work in school	<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	All staff aware of guidance	<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	All staff aware of guidance	<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	All staff aware of guidance – Many staff re pregnancy, asthma	<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	PPE will be provided in each classroom and in goldfish bowl (holding area for unwell)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Notices prominent in all areas, children reminded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately	As above – bins emptied at lunchtime and end of day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				


<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p>	<p>COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>All staff aware of guidance to apply to all pupils and staff</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a CYP is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>Isolate in Goldfish bowl – Supply of PPE equipment in goldfish bowl</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>staff toilet adjacent to goldfish bowl to be used</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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)</p>	<p>Aprons, masks, gloves, antibac wipes in room</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Cleaning equipment available in goldfish bowl</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Developing Symptoms</p>				
<p>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</p>	<p>All advised and notices provided – children temperature taken on arrival</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</p>	<p>All staff and CYP who are attending an education or childcare setting will have access to a test if they display</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>symptoms of coronavirus, and are encouraged to get tested in this scenario –</p> <p>Tests to be booked on-line for mobile testing centre – if too far away then home test requested</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		<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	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	<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	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) <i>However we will be testing children's temperature on entry</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Notices displayed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<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>	<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>Children given soap and then go to back of social distanced line to rub into hands before back at front of line to rinse off</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	Gel promoted on entry into school. Gel always applied by staff member, not by children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	This needs to be done first thing in the morning, after breaks and after lunch at least Toilets cleaned at lunchtimes and after school – each bubble (or as near as possible) allocated different set of toilets – bubble signs on each set of toilets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	PPE in every classroom in case a child is sick, also PPE to be worn by lunchtime supervisor administering first aid or if child shows symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn				
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	Purchased by Trust	<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	Any visitors to be provided a room where social distancing can take place if site visit is required	<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	Always the regular practice	<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	Caretaker maintain most equipment and checks	<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"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	If temperature appropriate classroom windows to be opened	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)	Doors and windows to be opened as often as temperature and safety allow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Common practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air	Classroom vents to be set to open	<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	Fire doors must not be propped open unless they have a self-closing hold open device fitted Wherever deemed appropriate by staff member in charge of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	bubble – based on children within bubble			
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)	Children to be reminded of fire exit if in different classroom	<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	All are known to admin, HT and DHT as well as caretaker	<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	No new contact details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School Activities				
CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations	All children reminded at regular intervals re social distancing etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Only one nursery cohort to ensure this	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
What is the level of risk for this activity/situation with existing control measures	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures	Yes <input 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		

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):	E Hughes-Narborough	Signature(s):		
Position(s):	Head teacher			
Date:	02.06.20	Review Date:	22.06.20	
Distribution: All staff and Governors				

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

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic	Major	Moderate	Minor	Insignificant	
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓	Remote	Unlikely	Possible	Likely	Highly Likely	
Moderate	RIDDOR reportable over 7 day injury	Possible							
Minor	Minor injury (requiring first aid)	Unlikely							
Insignificant	Minor injury	Remote		Less likely to occur					
					Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD