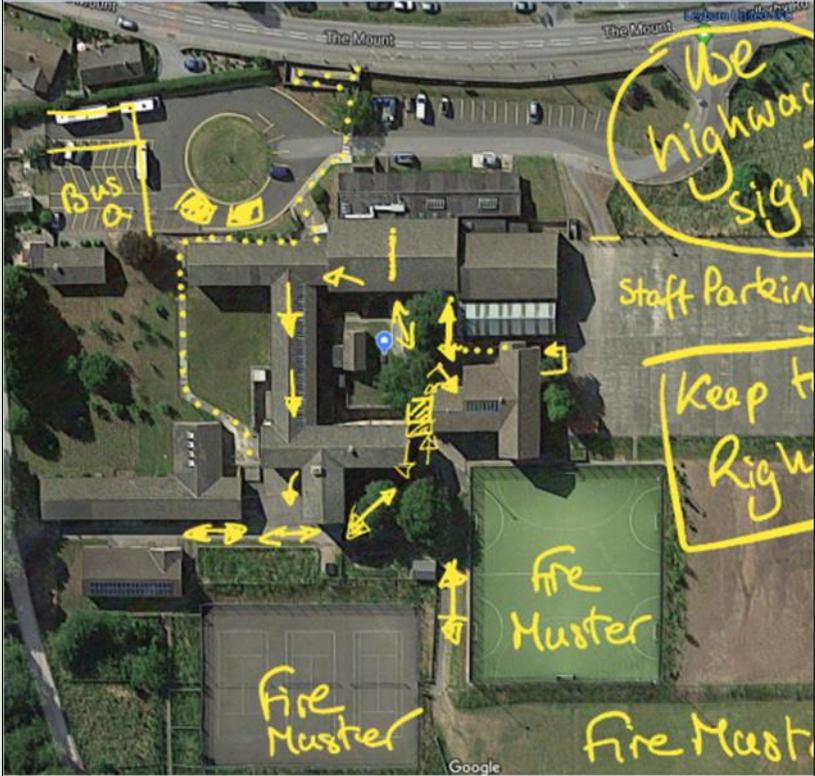


Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC					
Location	The Wensleydale School and Sixth Form					
Persons at Risk	Students ☒	Employees☒	Visitors ☒	Contractors ☒		
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, Students and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation 					
CONTROL MEASURES	ADDITIONAL INFORMATION			YES	NO	N/A
<p>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</p>						
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>						
<p>Consistent groups are in place which reduces the risk of transmission by limiting the number of students and staff in contact with each other to only those within the group</p>	<p>The timetable has been rewritten so KS3 year groups are taught in 3 sets per year. These sets are fixed and become class bubbles. In KS4 there are fixed subject groups- but there is some movement due to the need for specialist teaching.</p>			☒	☐	☐
<p>The school keeps a record of students and staff in each group, and any close contact that takes places between children and staff in different groups</p>	<p>There is a new Covid-19 record book which is kept in the Attendance Officer's office. Any reports of close contact will be recorded in this book and appropriate follow up actions taken. The Behaviour Policy has a Covid-19 addendum which clearly outlines the additional measure in place</p>			☒	☐	☐

<p>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>	<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'</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>In the younger years in Secondary Schools (key stage 3), 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 group become ill with coronavirus (COVID-19).</p>	<p>Year 7 is 58 in number and taught in 3 groups. Classroom tables are spaced at 1m+ where possible with seating facing forwards. Year 8 is 71 in number and taught in 3 groups. Classroom tables are 1+m where possible with seating facing forward Year 9 is 58 in number and taught in 3 groups. Classroom tables are spaced at 1m+ where possible with seating facing forwards.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended</p>	<p>Year 13 are a small year group and will be taught as one discreet group with 1+m spacing at all times. Year 12 will be no larger than 15 and will be taught as one discreet group with 1+m spacing at all times. Year 10 is 58 in number and will be taught in 4 sets for Eng, Maths and Science. Classroom tables are 1+m where possible with seating facing forward. Option subject groups will vary and there will be mixing within the year group to facilitate specialist teaching. Option groups are no larger than 25. Year 11 is 72 in number and will be taught in 4 sets for Eng, Maths and Science. Classroom tables are 1+m where possible with seating facing forward. Option subject groups will vary and there will be mixing within the year group to facilitate specialist teaching. Option groups are no larger than 25.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where staff or children cannot maintain distancing, the risk is reduced by keeping students in the class-sized groups</p>	<p>All teachers will maintain 2m distancing at the front of classroom. Any 1:1 contact will be side on at 1+m distance and for no longer than 1 minute. Social distancing in corridors will be maintained via the one way system, monitoring from staff and signage. Lunch and breaks will be staggered, as will entry and exit to the school at the beginning and end of the day. Change of lesson will be coordinated by year groups as far as is practical and possible. Timetable is being</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

written with natural flow of movement using the one way system where possible. External entrances to classrooms are being utilised where possible



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

Signage, regular contact with parents over the summer in preparation for the September changes. Timetable facilitates separation as far as is possible.

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

The only 'social space' is the Dining Hall. This will be permanently set up for lunch service and not used for any other purpose. Year 7 will have lunch as a year group of 58- tables at 1+m distance and chairs side by side and not face on. Year 8 and Year 10 will have lunch at the same time, however the hall has been fitted with Perspex screens that separate the hall into 2 halves and year

	groups will stay in their own allocated half. Tables will be cleaned before each lunch sitting. Year 9 and Year 11 will have the same arrangement. All lunch sessions will be monitored by SLT			
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	<p>Year 7 is 58 in number and taught in 3 groups. Classroom tables are spaced at 1m+ where possible with seating facing forwards.</p> <p>Year 8 is 71 in number and taught in 3 groups. Classroom tables are 1+m where possible with seating facing forwards.</p> <p>Year 9 is 58 in number and taught in 3 groups. Classroom tables are spaced at 1m+ where possible with seating facing forwards.</p> <p>Year 13 are a small year group and will be taught as one discreet group with 1+m spacing at all times.</p> <p>Year 12 will be no larger than 15 will be taught as one discreet group with 1+m spacing at all times.</p> <p>Yr10 is 58 in number and will be taught in 4 sets for Eng, Maths and Science. Classroom tables are 1+m where possible with seating facing forwards. Option subject groups will vary and there will be mixing within the year group to facilitate specialist teaching. Option groups are no larger than 25</p> <p>Year 11 is 72 in number and will be taught in 4 sets for Eng, Maths and Science. Classroom tables are 1+m where possible with seating facing forwards. Option subject groups will vary and there will be mixing within the year group to facilitate specialist teaching. Option groups are no larger than 25.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding students can be in one group residentially and another during the school day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding students will mix during sociable time		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	Acknowledged - siblings in different year groups will stay with their year groups. No mixing between siblings of different years in the school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	See above- Teachers however will remain primarily in their teaching space and classes will move. There are sanitiser dispensers outside every classroom and students will be expected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	to sanitise their hands on entry and exit of every classroom. Classrooms will be deep cleaned daily and more often if possible.			
The number of interactions or changes are minimised wherever possible	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from students and other staff as much as they can, ideally 2 metres from other adults	Signage and taping is very visible around school and staff know to stay socially distanced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	An area has been marked on the floor at the front of each classroom which is 2m from the closest student desk. This is primarily where teachers stand to face the class and teach.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	All teachers will maintain 2m distancing at the front of classrooms. Any 1:1 contact will be side on at 1+m distance and for no longer than 15 minutes. No visitors will be allowed on site without a pre -booked appointment and senior staff will only meet at socially distanced spaces. Masks must be worn by visitors and senior staff if appropriate at any such meetings. Admin and attendance staff have a screen at reception and will minimise contact around the school site. 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 over one day) with an infected individual 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff in Secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible	Staff training and awareness in place	<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, with other increased hygiene protocols in place to minimise the risk of transmission	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	All extraneous furniture has been removed. All books and equipment are in closed cupboards to maximise space. Teacher's desks have been removed and work stations fitted. This is also to maximise space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are seated side by side and facing forwards, rather than face to face or side on	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to students as opposed to face to face whenever possible	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to students who have complex needs or who need close contact care	In place- additional PPE for TAs and 1:1 work with students is closely monitored by Inclusion Lead and SLT. Appropriate use of PPE where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Visits must not take place at this time	Acknowledged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	In place	<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	All cancelled until further notice	<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	Change of lesson will be coordinated by year groups as far as is practical and possible. Timetable is being written with natural flow of movement using the one way system where possible. External entrances to classrooms are being utilised- where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may include: condensing or staggering free periods or break time but retaining the same amount of teaching time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	keeping the length of the day the same but starting and finishing later to avoid busy periods			
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and students 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)	Drop off will be Richmond Road, at the top of the 'Zig Zag'. No parents have been allowed to drive onto site since 1 June 2020 and this will continue to be the case from September 2020.	<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)	In place- only pre booked appointments will be accepted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	J and K blocks have external doors. Dalton block will use external doors to facilitate the one way system. A , B and C floor classrooms do not have external doors. Timetable being written with sensible flow of students along the one way system. At the end of the day, students will be released via tannoy system in staggered groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all students are not moving around the school at the same time	2 x 10 minute breaks are written into the end of lesson 1 and 2. there will not be movement around corridors during these times. Toilets will be supervised on 3 in 3 out basis. Break time will not be available for purchase.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Dining Hall. This will be permanently set up for lunch service and not used for any other purpose. Year 7 will have lunch as a year group of 58 - tables at 1+m distance, chairs side by side and not face on. Year 8 and Year 10 will have lunch at the same time, however the hall has been fitted with Perspex screens that separate the hall into 2 halves and year groups will stay in their own allocated half. Tables will be cleaned before each lunch sitting. Year 9 and Year 11 will have the same arrangement. All lunch sessions will be monitored by SLT	<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	Staff room will be closed until further notice. Staff advised to stay in their classrooms and bring water bottles and flasks for personal use. No sharing of mugs, spoons and crockery permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons students should be kept in consistent groups, sports equipment thoroughly	No contact sport permitted. Curriculum will be adapted to skills practice, running, athletics and walking options. Equipment, if used,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

cleaned between each use by different individual groups, and contact sports avoided.	will be reduced to one session per day to facilitate additional cleaning and sanitisation.			
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between students and paying scrupulous attention to cleaning and hygiene	Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can resume educational day visits from 12 April	Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic and International residential educational visits must not take place at this time. This will be reviewed no earlier than 17 May	Acknowledged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will work to resume all before and after-school educational activities and wraparound childcare for pupils	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	In place- where practicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities taking place outdoors can happen in groups of any number	This is because the transmission risk is lower outside			
Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: <ul style="list-style-type: none"> • advise them to limit their use of multiple out-of-school settings providers, and to only use one out- 	Parents made aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>of-school setting in addition to school as far as possible.</p> <ul style="list-style-type: none"> • encourage them to check providers have put in place their own protective measures • send them the link to the guidance for parents and carers 				
Social Distancing Measures Not Followed During Travel to and from School				
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	CYPS Bulletin	<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 is an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt	<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	<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	Done	<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, only one adult per family should enter school grounds to drop off or collect)	All drop offs at top of Zig-Zag	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parents and students are encouraged to walk or cycle to their education setting where possible	Parents made aware - students who walk or are dropped off by parents will not be allowed to enter the site until 8.50am and will leave at 3.30pm (15 minutes earlier than bus students) to ease flow of students at the end of the day and maintain social distancing. This does not affect curriculum time as the timetable has been rewritten to accommodate these changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and students following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers	<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	Parents aware.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	In place- disinfectant sprays issued to staff. Cleaning schedules adapted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that students are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	In place- disinfectant sprays issued to staff. Cleaning schedules adapted.	<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	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	In place	<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	In place – cleaning rota and cycle in place and monitored daily. Hourly checks are completed for toilet blocks.	<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"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared	Students will be issued with a plastic wallet in September with personal pens and equipment required for use in the classroom. No sharing of equipment is allowed and once issued, pens will not be taken back by staff. Students are responsible for their own belongings and must not share with anyone, even siblings.	<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	All extraneous equipment has been removed. Textbooks will be used sparingly and cleaned as per guidelines. All surfaces will be deep cleaned daily. Students will be issued with one general exercise book which will be taken to all lessons in their bags- this	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	is for notes and rough classwork. It will not be marked. Assessments and 'neat work' will be in separate exercise books for each subject covered with a plastic cover. This will not leave the classroom and will be sanitised before teachers mark them			
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	PE, Art, Science and DT have sterilising fluid to sanitise equipment for at least 20minutes before reuse in practical lessons, other lessons will be theory based. All equipment used will be sanitised accordingly Alternative methods of teaching the curriculum are being used to minimise use of equipment. Science will adapt by conducting demonstration practicals where possible and sterilising equipment between groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Students will be issued with a plastic wallet in September with a mini whiteboard and pen required for use in the classroom. No sharing of equipment is allowed and once issued, becomes the responsibility of students to clean and keep safe. Students must bring in their own pens, pencils and writing materials. No loans of pens will be allowed. Students are responsible for their own belongings and must not share with anyone, even siblings.. The No See No Hear mobile phone rule is still in place and will be enforced. Any mobiles removed will be wiped with antibacterial wipe before being stored in the safe.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students 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	Staff have been advised to mark books on site and not take them home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either: <ul style="list-style-type: none"> restricted to one user left unused for a period of 48 hours (72 hours for plastics) between use by different individuals 	Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use	<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	Parents have been advised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, Students and Families, Visitors and Contractors ALL				
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Complete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are legally required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test • have been in close contact with someone who tests positive for coronavirus (COVID-19) 	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is 	In Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

negative, it overrides the LFD test and the pupil can return to school)				
The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia	This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.	<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 will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required	You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.	While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support	In Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission	In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice.	You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

They are advised not to attend school while shielding advice applies nationally	to attend school or other educational settings whilst shielding guidance is in place			
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the CEV 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. 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	Individual risk assessments are needed and guidance must be sought	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19) where it is not possible to work from home, these staff can attend school as long as the system of controls	information available on who is at higher risk from coronavirus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase.</p> <p>Individual Risk Assessments will need to be subject to regular review</p> <p>RCOG Q&A covid19 virus infection and pregnancy</p>			
<p>We currently advise, due to the increased risk of serious illness and premature birth after 28 weeks gestation arising from Covid, that pregnant colleagues in their 3rd trimester do not attend a physical workplace. Therefore, from now on pregnant employees in their 3rd trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28th week of pregnancy</p>	<p>As pregnant women are currently advised not to be vaccinated and there continues to be moderate levels of coronavirus transmission within the community, we have decided to continue to advise those in the 3rd trimester of pregnancy to continue to remain away from workplaces</p> <p>As per NYCC recommendation</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pregnant workers in their 3rd trimester are now to be treated in the same way as CEV staff</p>	Acknowledged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Volunteers may be used to support the work of the school, as would usually be the case</p>	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All employers have a duty of care to their employees, and this extends to their mental health.</p> <p>Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures.</p> <p>Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing</p>	<p>Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme</p> <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>		<input checked="" 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 risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p>	<p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Supply staff, volunteers and other temporary or peripatetic staff can move between schools.</p>	<p>They should ensure they minimise contact and maintain as much distance as possible from other staff. Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of controls. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking. This also applies to other temporary staff and volunteers working in schools such as: support staff working on a supply basis peripatetic staff such as music tutors and sports coaches those working in before and after school clubs</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians, support staff for pupils with SEND, supply teachers, peripatetic teachers or other temporary staff, can move between settings</p>	<p>They should ensure they minimise contact and maintain as much distance as possible from other staff</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<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 7 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 14 days from when the symptomatic person first had symptoms</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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 Students and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation if it is safe to do so</p>	<p>In place. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>In place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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)</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home</p>	<p>guidance on isolation for residential educational settings.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>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</p>	<p>In place- first aiders aware</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household</p>	<p>Parents and students made aware If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result</p>	<p>If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) which is a legal obligation they have tested positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school 	<p>Acknowledged</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>In place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The area around the person with symptoms must be cleaned with normal household disinfectant</p>	<p>COVID-19: cleaning of non-healthcare settings guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

after they have left to reduce the risk of passing the infection on to other people				
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School have received an initial supply of 10 PCR test kits before the start of the autumn term in 2020 and information about how to order to replenish this supply when they are running out	You can replenish these kits when they run out by making an order through the online portal. You should call the Test and Trace helpdesk on 119	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test	Acknowledged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate	Acknowledged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.	Acknowledged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.	Acknowledged	<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>In place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from 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 can be anyone who:</p> <ul style="list-style-type: none"> lives in the same household as someone with Coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): <ul style="list-style-type: none"> face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre been within 1 metre for 1 minute or longer without face-to-face contact 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) travelled in the same vehicle or a plane			
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Health England is clear that routinely taking the temperature of students by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	Acknowledged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
Staff/students/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 and as frequently as students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	In Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	In Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	In Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Signage clear and in place. Additional mobile hand washing stations are being purchased for September and will be on each floor of the main building and at exits and entrances	<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 students and staff can clean their hands regularly	Additional mobile hand washing stations are being purchased for September and will be on each floor of the main building and at exits and entrances. All classrooms have hand sanitiser units on the wall outside the classroom and will be used on entry and exit.	<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 . In normal circumstances students should not be using alcohol based hand cleansers because of the risk of ingestion.	In place – Outdoor hand sanitisers stations are at entrances. Additional sanitiser units are outside each classroom. Identified toilet blocks for use and will be cleaned hourly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	Signage and training in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	 <p>NHS signage widespread and clear</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>	<p>In place All tissues and paper towels and similar used by students/staff to wipe noses, wash hands etc must be placed in a bin with a lid. The bin is red. The pedal bin liner has to be heavy duty and bagged and tied at the end of the day and kept separate from all other waste. The bags have to be left (outside in the garage) for 72 hours before being placed in our refuse bins.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>	<p>In place- red bins</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments for students 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 students and the staff working with them</p>	<p>In place- SENDCo leading and making contact with parents as necessary</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates</p>	<p>The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Personal Protection & PPE</p>				

<p>In Secondary schools face coverings should be worn in classrooms or during activities where social distancing cannot be maintained These measures will be in place until 17th May when it will be reviewed</p>	<p>people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability where putting on, wearing or removing a face covering will cause you severe distress if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate</p>	<p>Acknowledged</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission</p>	<p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning</p>	<p>In place</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>Signage and training in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings do not need to be worn by pupils when outdoors on the premises</p>	<p>Signage and training in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places	Signage and training in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed to: <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom 	Signage and training in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Signage and training in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Signage and training in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising 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	safe working in education, childcare and children's social care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes	In place- SENDCO and Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are instructed not to touch the front of their face covering during use or when removing face coverings	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	In Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	In Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	In place	<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	In place- School Business Leader monitoring closely.	<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 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. School Business Leader leading on this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				

Ventilate spaces with outdoor air	External doors- not main entrances which are mag locked for safeguarding- are open and windows are open too. To be revisited in October when weather turns cooler – see below.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain ventilation points through the day as weather gets colder	10-15 minutes of ventilation regularly every couple of hours drastically reduces the number of coronavirus particles in the air. Rather than keeping windows and doors open protocols are now to open windows for 15 minutes at set points in the day. 10:00am, 11:10am and during lunch period from 12:20- 1:50pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	Windows open- to be revisited in October when weather becomes cooler and looking at alternative methods of air recirculation and purification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Windows open.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 In place- use of external doors wherever possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School maintain safe staff ratios, particularly for those pupils or students whose needs mean that they are safer remaining in the setting than returning home	Settings should prioritise staffing towards the most vulnerable pupils and students	<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 checked="" type="checkbox"/>	No <input type="checkbox"/>
ACTION PLAN (insert additional rows if required)	To be actioned by	
<i>Further control measures to reduce risks so far as is reasonably practicable</i>	Name	Date
<ul style="list-style-type: none"> Staff will have a locker in the staff room which is for personal possessions only. There is a one way system in the staff room and tea/coffee making facilities have been removed. This is not a social space 	JPO	17 July 2020
<ul style="list-style-type: none"> There will be a designated outdoor space available to students for fresh air- no sports allowed- in their lunch time. This is will be way from the main building and will be confirmed in August 2020. Staff have the option of walking around the site or going off site during their lunch time each day. 	JPO	Late August 2020
<ul style="list-style-type: none"> PPA for staff will be taken on site. If staff classrooms are being used by other staff the library is available with social distancing, however all mainstream teachers should not have their classrooms used by anyone else and Middle and Senior leaders have their own office spaces to work in 	JPO	17 July 2020
<ul style="list-style-type: none"> Positioning of and access to photocopiers for staff- hand sanitisers will be placed at each photocopier. Staff will be responsible for their own hand washing and sanitation. A red bin will be placed nearby and social distancing must be maintained. 	All staff	September 2020
SUBJECT SPECIFIC ACTIONS		
<ul style="list-style-type: none"> IT A new policy and rules surrounding computers and computer rooms- all IT rooms will have disposable sanitising wipes to use on keyboards at the end of each session. Students will hand sanitise on entry and exit. Red bins are placed in rooms for disposal 	All staff	September 2002
<ul style="list-style-type: none"> Art students will be asked to bring in coloured pens and pencils as part of their equipment If a paint pot is used for a year group we can reuse that in the same year group since they are in a bubble. Similarly we reuse the same try of pens/pencils in a year group bubble? The bottom room is set up as a drying room so art can be left there to dry if only one person e.g the teacher enters to put the art down there. Brushes can be reused straight away if they are dipped in Milton/steriliser 	JMc/LW/MC-B	November 2020 Updated
<ul style="list-style-type: none"> DT Are we allowed to use computers with more than one call in a day? Machines, can be used with more than one class a day as they are wiped down with sanitiser? Do we need to place the equipment needed out on desks before pupils come in to minimise any movement? If so do we need to do this with gloves on? 	JMc/	November 2020 Updated
<ul style="list-style-type: none"> Science If we use goggles with more than one class , they need to be sanitises between usage. Bunsen burners, if one pupil set this up and put it away could more than one person use it to heat something providing they don't touch it and stay 2 meters apart. Technician can easily sanitise equipment in science before and after it goes out if we minimise practical work, 	JMc/	November 2020 Updated

<ul style="list-style-type: none"> • Food We will only have half student cooking at any one session. 1 student will cook and have another to 'sou chef' and support. Therefore only half the ingredients are required. • Only one practical food session will happen each day to help with cleaning and sanitising.. • Students to wear gloves when using equipment which can't easily be put through the dishwasher e.g. scales/blenders/microwaves or should these just not be used at all. • School will provide all ingredients and storage of the ingredients and in due course parents will be charged • PP students will have ingredients provided for them, 		JMc/JPO	October 2020 Updated	
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):	Julia Polley	Signature(s):		
Position(s):	Headteacher			
Date:	20 April 2021	Review Date:	17 May 2021 (monthly)	
Distribution: All staff and parents				

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

LIKELIHOOD