



Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020			
Location	Hill Top Academy			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and 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, Pupils and Families, Visitors and Contractors * Site User Becoming Unwell * Site User Developing Symptoms * Inadequate Hand Washing/Personal Hygiene * Inadequate Personal Protection & PPE * Visitors, Contractors & Spread of Coronavirus * Inadequate Ventilation 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<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>				
<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 pupils and staff in contact with each other to only those within the group</p>	<p>Details:- Hill Top - see Page of the organisational plan. All classes are timetabled to have own zone for lunchtime/playtimes etc Staffing will remain consistent with the exception of gate duties by Principal/Site Manager Lunch duty hall –each class has own designated adult to remain with bubble in hall and on playground. Staff briefings and training will continue to be done virtually inc inclusion support and assemblies. Phone communication to admin will remain. Radio controls (walkie/talkies) will be used on playground</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p>	<p>Hill Top Staff forum – staff forum reinforced that in Sept the bubbles need to remain. Staff signing in using electronic inventory which records staff within the building each day. Weekly timetables/rotas clearly indicate which staff remain with which Bubble</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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' Class bubbles within each zone are planned. Reception and Nursery will run as a Bubble within the Unit.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Classrooms reinforce distancing with tables in rows/L shapes or a horseshape. Distance markings between pupils/teacher within the classroom. Dismissing pupils or re-entering from the outdoors to be staged with 1 child at a time being released or coming back inside. Zones all have their own play areas marked outside and within the main building.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible</p>	<p>Organisation plans detail class bubbles and pupils will not mix with other bubble groups. In the hall at lunchtime year groups are on the same sitting but will be seated at different tables from the alternate class</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p>	<p>Handwashing and sanitising within the younger children's timetable and routine will be planned for and reinforced in September with all pupils.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	A siblings list has been prepared if in need for control measures if required for a test positive case within school.	<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 pupils and other staff as much as they can, ideally 2 metres from other adults	Organisation plan and staffing rota has aimed to minimise cross contamination of Year groups with cover teachers. Where this is unavoidable, staff are to adhere to social distancing measures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible staff maintain a 2 metre distance from each other, and from children	Staff forums in July, September (upon return) and then weekly briefings will remind staff about social distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	HTA staff to continue side support with a child for learning, if face-to-face or close proximity contact is required e.g. intimate care needs or physio needs for SEND requirements an individual pupil risk assessment is in place and staff can wear PPE which is supplied by the academy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	Tables arranged to avoid face to face contact. Teachers' chairs set back from children at an appropriate distance It is accepted that distancing may not be possible in primary schools	<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	As above If face-to-face or close proximity contact is required e.g. intimate care needs or physio needs for SEND requirements an individual pupil risk assessment is in place and staff can wear PPE which is supplied by the academy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	Children will be seating side by side wherever possible. In UKS2 children will be seated in rows or in a u shape rows seated side	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	by side facing the teacher's main teaching whiteboard point. Seating can be flexible to support the curriculum and timetabling e.g. carpet time, circle time but markings on the floor will indicate how this will be done and seating plans will be displayed in each classroom for reference points.			
Staff will work side on to pupils as opposed to face to face whenever possible	When learning requires an adult to be seated near a pupil e.g. hearing them read, assessing etc then the adult will sit with a distance and always side on to the child.	<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	All EHCP and complex needs pupils have an individual pupil risk assessment in place and staff can wear PPE which is supplied by the academy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Any unnecessary furniture is stored in ICT room which is out of bounds for use at this time.	<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	Daily class based assembly to be timetabled and done within a class circle time. Principal's assembly each Friday morning to be done virtually via Teams. Key Stage Assemblies to be held via Teams.	<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	Only movement required to PE in the hall or lunch in the hall. All other movement remains within zones or classroom bases only. No pupil or staff to go to admin, phone/radio/admin request email to be used.	<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	Refer to organisational plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	<u>Refer to the organisational plan</u> , for markings to show the route in and out of site. Principal/admin/site manager lead the gates to provide guidance and also ensure this is adhered to by all parents coming onto site.	<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	Organisational letters with individual details were sent out in reports and Parent Pay and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



minimising adult to adult contact (for example, which entrance to use)	will be re-sent the week beginning 24.08 as a reminder.			
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)	A letter will be sent out to all parents/carers and on the academy website that has all the information on for gates/entering site, leaving site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Foundation Unit and Year 3 classes will use external door to classrooms to avoid larger groups on the corridors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	All break times staggered and pupils zoned – see organisational plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered, identify pattern used	See above	<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	Three zones for staff facilities = library, staff room and Foundation Unit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	Organisational plan timetable for PE in hall. Outdoors to be used for sessions as much as weather permits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and 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"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Parent/carer information to be sent and to include preferably pupils walking to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	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	Parent/carer information will stipulate face coverings and to inform the academy if they are using public transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Inadequate Cleaning/Sanitising

<p>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, record kept of additional cleaning of spaces</p>	<p>Additional lunch time cleaning to be scheduled and room checklists to continue being recorded, morning break times cleaning schedule to be maintained, tables, chairs, sinks, toilet areas wiped down and sprayed. All staff toilet and eating facilities to be cleaned between use and at the end of the day. Site cleaning teams to clean, mop and replenish soap, hand towels and sanitiser every morning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal and record kept in place</p>	<p>See details above. Each classroom provided with own individual cleaning caddy and equipment. Checklists to record the cleaning schedule conducted and staff initial to record this is completed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use</p>	<p>Office staff to wipe down electronic entry systems regularly. Hand sanitisers placed next to system.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins for tissues and other rubbish are emptied throughout the day</p>	<p>Cleaning teams/site manager to empty blue tissue bins in every room in use and disinfect the bin each morning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary</p>	<p>Stock take to be done weekly by site manager /admin staff to ensure timely orders are placed and stocks remain available. PPE, tissues stock take done every Wednesday morning by office manager and staff in each zone/bubble to ensure they place a request form via email for any stock they require replacing before this runs out. Office manager to place an order request with ELP Trust weekly to ensure adequate stock is in situ.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it</p>	<p>Each class to have allocated play equipment in a box/bag. Cleaning products to be used after use at the end of every break time and lunch play by the class LSA. Checklist for</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	cleaning play equipment to be recorded daily by the LSA after cleaning the equipment.			
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared consider Pupil packs of equipment	All classes have own individual packs in a zipped wallet containing all the equipment they will need.	<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	Reading book returns boxes to continue. Each class/bubble has own equipment. Any shared resources such as IPADS to be wiped down thoroughly after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Cleaning caddy in the P.E hall for wipe downs/cleaning etc after any large equipment has been used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Coats and bags to be stored on child's peg in cloakroom. Lunch boxes to be wiped down and put on separate zone trolley.. Individual lidded storage boxes named to be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	Teams is to be used for fluency practice and to embed/deepen learning on week 2 of the cycle on site and at home to limit need for books to be taken off site. Feedback slips to be used and stuck into books for pupils from Y1-6 to support improvement.	<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 with antibacterial wipes	Wipes provided in staff individual packs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring	Ensuring that pupils, staff and other adults do not come into	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)</p>			
<p>Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1st August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p>Clinically extremely vulnerable</p> <p>Individual risk assessments are needed and guidance must be sought –</p> <p><i>Advanced HR have advised Schools are classed as COVID safe and therefore currently staff will generally be expected to return to work</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p>Clinically-vulnerable people</p> <p>Individual risk assessments are needed and guidance must be sought</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 maintain distance from other staff and pupils</p>	<p>Cover staff are regular staff members and swapping between classes has been minimised on PPA/cover timetable.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment HTA grab bags in the isolation room/First Aid Room has adequate PPE to be worn if distancing is not able to be managed to meet the needs of the child or member of staff who is suspected of having Covid 19.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Sneeze into a tissue or sleeve NEVER into hands, wash hands immediately after</p>	<p>Tissues and lidded bins are in every room with signage to ensure catch it, bin it, kill it</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	process is followed. Pupils who have not been on site or staff during the summer term are to be trained in this procedure on the first day of entry.			
Site User Becoming Unwell				
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 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	stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	Library to be used as isolation room and then classed as out of bounds until a deep clean has taken place. Windows are opened daily in the library.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	Area to be cleaned down immediately using standard cleaning products. Office Manager to inform Site Manager and Cleaning staff for deeper clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.</p>	<p>PPE must be worn if dealing with a pupil/adult displaying symptoms.</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>All staff from a class bubble to hand wash and clean down the learning area the child has been in.</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 after they have left to reduce the risk of passing the infection on to other people</p>	<p>COVID-19: cleaning of non-healthcare settings guidance Zappitiser equipment is available for use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Developing Symptoms</p>				
<p>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 pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p>	<p>Up to date information for staff and parents/carers stipulates if a child or member of staff becomes ill with a symptom of Covid 19 they require a test. The DFE protective measures guidance stipulates that schools will be sent home testing kits to a parent if a child is sent home with a symptom or ill from school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to 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</p>	<p>All staff H&S training has stipulated the requirement. Parents/carers are informed via a letter and face to face upon collection of their child that they must keep school updated and if the test comes back positive they must share information with test and trace NHS.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to 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)</p>	<p>Staff H&S training conducted with all staff has stipulated the requirement. Parent/carer information on wider opening has this requirement and the home/school agreement for each pupil.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>When a child is sent home ill, upon collection of the child with suspected Covid 19 symptom/s the parent/carer is asked to ensure the academy is updated immediately on the test outcome.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p>		<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 7 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 7-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 14 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-</p>	<p>Close contact means: direct close contacts - face to face contact with an infected individual for any length of time,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>isolate for 14 days since they were last in close contact with that person when they were infectious</p>	<p>within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p>			
<p>Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Hand Washing/Personal Hygiene</p>				
<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</p>	<p>Reminders and signage are situated around school and in staff rooms, toilets etc. H+S reminders are a part of staff weekly communication and updates.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands are washed with liquid soap & water for a minimum of 20 seconds</p>	<p>Hygiene and correct handwashing to be an integral part of curriculum and sessions immediately upon pupils' return to school. Staff to supervise handwashing and sanitising routines each hour, on entry, before lunch and before/after breaks to ensure this is done adequately by all pupils.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p>	<p>Handwashing sinks are in every classroom shared and allocated toilet area, sanitising stations are within in each classroom next to the internal door so that sanitising can be done before leaving the room for break/lunch/PE.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Sanitisers are in every room for use by pupils/staff and stationed at entry and exit points. Teacher in charge is responsible for ensuring pupils use this safely.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<p>UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.</p>				
<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<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>NHS Visual signage is displayed in every room with a lidded tissue bin.</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>Tissues are available in every room</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>Classrooms, First Aid room, library, offices, hall and staff room all have lidded bins specifically for tissues</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them</p>	<p>Individual risk assessments are in place for all pupils with SEND needs, staff who support these pupils are provided with PPE to wear.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Personal Protection & PPE</p>				
<p>Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education</p>	<p>Communication from HTA stipulates when face coverings are to be used for intimate care needs/medical needs only where distancing cannot be maintained. Pupils coming onto site wearing a face mask from home will be asked to take this off as they enter the cloakroom and place this in their own personal zipped bag.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face</p>	<p>safe working in education, childcare and children's social care Trained PPE members of staff will ensure staff are complying</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	with most up to date guidance and legislation. Each individual PPE pack has detailed instructions on the correct wearing/handling of PPE			
Pupils and staff who use them are required to remove face coverings on arrival at school	See above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings	All staff aware of procedures and pupils to be given verbal reminders by staff if required. Regular hygiene briefings to be held in class and via parent pay for parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom	See above	<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	Planned visits organised by either BM or Site Manager.	<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	Office staff have narrative to explain to visitors. Signing in inventory has guidance for visitors to read and accept conditions before entering building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	See record above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which	Wherever possible, times of visits must be adapted to take in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



includes their own controls round infection spread prevention	to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits e.g before or after school/holidays etc			
A record is kept of all visitors including contact details	HTA Electronic inventory for all visitors where a COVID agreement and guidelines is incorporated into signing in procedure.– this is kept alongside the guidance and risk assessment folder for visitors/contractors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	HTA – quad doors are propped open to allow fresh air to circulate corridors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	HTA – all classroom windows and occupied rooms have windows opened daily by site manager and cleaning staff. Teachers and support staff have open windows on classroom checklist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	HTA – All extraction units are cleaned regularly	<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	Not applicable	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
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):	R Macleod	Signature(s):	
Position(s):	Principal		
Date:	12.08.2020	Review Date:	12.08.21 or following further DFE guidance

Distribution: ALL STAFF AND SITE TEAM

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

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

LIKELIHOOD