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| **Activity/**  **Situation** | | | **WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020** | | | | | | | | | | | | | | |
| **Location** | | | **Sheriff Hutton Primary School** | | | | | | | | | | | | | | |
| **Persons at Risk** | | | **Pupils** | | **Employees** | | | | **Visitors** | | | **Contractors** | | | | | |
| **HAZARD(S)** | | | * **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** * **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** | |
| ***We have 98 children in school and 15 staff.***  ***Items highlighted in orange relate to periods of national restrictions (lock-down).*** | | | | | | | | | | | | | | | | | |
| **Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed** | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | *Children are divided into two separate bubbles.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Daily registration takes place in each bubble and class. Seating plans are updated regularly.* | | | |  | |  | | |  | |
| 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). | | | | | | | *Bubbles are in Key Stages due to the size of the classes and the logistics of school organisation.*  *EYFS and Ks1 bubble*  *KS2 bubble* | | | |  | |  | | |  | |
| 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 | | | | | | | *Children stay in their bubbles throughout the school day.* | | | |  | |  | | |  | |
| 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 | | | | | | | *All activities are separated between the bubbles.* | | | |  | |  | | |  | |
| Schools with the capability to do it should take steps to limit interaction and the sharing of rooms and social spaces between groups as much as possible | | | | | | | *Entrances are separate. The shared hall is cleaned between each bubble.* | | | |  | |  | | |  | |
| 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 | | | | | | | *EYFS and KS1 children stay within their bubble.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Castle Club will keep the two bubbles separated.* | | | |  | |  | | |  | |
| Siblings may be in different groups | | | | | | | *Children will stay with their own age groups.* | | | |  | |  | | |  | |
| Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable | | | | | | | *Shared MSAs and support staff for PPA.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Social distancing will be in place as much as possible. Use of face coverings is advised.* | | | |  | |  | | |  | |
| Where possible adults maintain a 2 metre distance from each other, and from children | | | | | | | *Staff given guidance during training day.* | | | |  | |  | | |  | |
| Adults avoid close face to face contact and limit time spent within 1 metre of anyone.  *Direct close contacts - face to face contact with an infected individual for* ***any length of time****, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*  *Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.* | | | | | | | *Use of PPE available when necessary.* | | | |  | |  | | |  | |
| Within the classroom a distance between people is maintained so far as reasonably practical | | | | | | | *Social distancing will be in place as much as possible.* | | | |  | |  | | |  | |
| Face to face contact time is reduced and limited to no more than 15 minutes duration | | | | | | | *Staff made aware of guidance when working with children in lessons.* | | | |  | |  | | |  | |
| Pupils are seated side by side and facing forwards, rather than face to face or side on | | | | | | | *In KS2 classes. In KS1 and EYFS tables are placed for best educational delivery.* | | | |  | |  | | |  | |
| Staff will work side on to pupils as opposed to face to face whenever possible | | | | | | | *Staff made aware of guidance when working with children in lessons.* | | | |  | |  | | |  | |
| Educational and care support is provided as normal to pupils who have complex needs or who need close contact care | | | | | | | *PPE will be worn at all times when in close contact.* | | | |  | |  | | |  | |
| Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers  *In some cases, the pupil’s medical needs will mean this is not possible, and educational support will require flexibility.* [*Our guidance on supporting pupils at school with medical conditions*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf) *remains in place* | | | | | | | *Children with medical needs have an EHCP and have support from education, health and social care.* | | | |  | |  | | |  | |
| Unnecessary furniture has been moved out of classrooms to make more space | | | | | | | *Classes have been reorganised appropriately.* | | | |  | |  | | |  | |
| Large gatherings such as assemblies or collective worship with more than one group do not take place | | | | | | | *Assemblies will not be whole school but led in each bubble.* | | | |  | |  | | |  | |
| The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building | | | | | | | *Bubbles stay in their own classrooms throughout the day.* | | | |  | |  | | |  | |
| 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 are in place for all children.* | | | |  | |  | | |  | |
| Parents’ drop-off and pick-up protocols planned to minimise adult to adult contact | | | | | | | *Parents have been given guidance on drop off and collection procedures.* | | | |  | |  | | |  | |
| 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) | | | | | | | *Return to school guide provided for all parents. This information details acceptable routines for parents to ensure adult contact is minimised.* | | | |  | |  | | |  | |
| 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) | | | | | | |  | |  | | |  | |
| External entrances to classrooms are used where practical | | | | | | | *Children use individual separate entrances to their classrooms.* | | | |  | |  | | |  | |
| Break times are staggered so that all pupils are not moving around the school at the same time | | | | | | | *Playtimes are staggered every day.* | | | |  | |  | | |  | |
| Lunch breaks are staggered | | | | | | | *Lunchtimes are staggered every day.* | | | |  | |  | | |  | |
| Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2m distance from each other. | | | | | | | *Due to staggered breaks the staffroom use will also be staggered. Numbers of adults in the staffroom is limited. Staff continue to have the usual length of breaks each day.* | | | |  | |  | | |  | |
| Staff meetings take place remotely where possible.  Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times | | | | | | | *Virtual staff meetings could take place – staff can join from their classrooms or from home.* | | | |  | |  | | |  | |
| School can resume non-overnight domestic educational visits. Domestic (UK) overnight and overseas educational visits are prohibited. | | | | | | | *Local day visits will only be made following a full risk assessment.* | | | |  | |  | | |  | |
| 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. | | | | | | | *PE sessions are timetabled for each class. Equipment will be cleaned between each use.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Sports Governing Bodies advice is followed at all times.* | | | |  | |  | | |  | |
| **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 | | | | | | | *Cycle shelter has opened for general use.* | | | |  | |  | | |  | |
| Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport | | | | | | | *School transport advice shared with parents.* | | | |  | |  | | |  | |
| Face coverings are required at all times on public transport for children, over the age of 11 | | | | | | | *As appropriate to children’s age.* | | | |  | |  | | |  | |
| **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 | | | | | | | *NYCC cleaner establishing clear regime with new staff.* | | | |  | |  | | |  | |
| Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal | | | | | | | *Staff provided with additional cleaning products.* | | | |  | |  | | |  | |
| Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use | | | | | | | *As often as possible.* | | | |  | |  | | |  | |
| Bins for tissues and other rubbish are emptied throughout the day | | | | | | | *Lidded bins provided.* | | | |  | |  | | |  | |
| Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary | | | | | | | *Stock checked regularly, additional supplies ordered.* | | | |  | |  | | |  | |
| Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it | | | | | | | *Allocated outdoor equipment for each bubble.*  *Shared equipment cleaned regularly / after each use.* | | | |  | |  | | |  | |
| Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. | | | | | | | *Equipment cleaned regularly / after each use, including when used by ASC.* | | | |  | |  | | |  | |
| **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 | | | | | | | *Individual stationery items provided for each child*. | | | |  | |  | | |  | |
| 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 resources and books cleaned regularly.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Limited sharing of resources.*  *Reading books unused for a period of 72 hours if not easily cleaned.* | | | |  | |  | | |  | |
| Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school | | | | | | | *Items must be named and separated between bubbles.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Teachers to limit taking books home of possible.*  *Hand cleaning and 48 hours rotation in place if required.* | | | |  | |  | | |  | |
| Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day | | | | | | | *IT cleaning wipes provided.* | | | |  | |  | | |  | |
| **Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors** | | | | | | | | | | | | | | | | | |
| Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school | | | | | | | *Clear guidance based on PHE procedures has been shared with all parents to ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days.*  *Anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in school and further drive down transmission of coronavirus (COVID-19) are in place.* | | | |  | |  | | |  | |
| The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required. | | | | | | | *Procedures are in place and action lists are on display in the school office.* | | | |  | |  | | |  | |
| Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place.  Schools will need to make appropriate arrangements to enable them to continue their education at home.[*Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | | | | | | | *Those children who previously shielded have checked with GPs and consultants.* | | | |  | |  | | |  | |
| Staff who are Clinically Extremely Vulnerable MUST NOT attend the workplace during the period of national restrictions. *Individuals in this group have been identified through a letter from the NHS or their GP.  Staff should be supported to be able to continue working from their home where possible*  [*Clinically Extremely Vulnerable*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | | | | | | | *Staff identified if applicable.* | | | |  | |  | | |  | |
| Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance. See Section 9 of [New-national-restrictions-from-5-november](https://www.gov.uk/guidance/new-national-restrictions-from-5-november) | | | | | | | *Advice gained for individuals as necessary.* | | | |  | |  | | |  | |
| Staff who are in the clinically extremely vulnerable group and the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. (The only exception to this may be in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals)  *While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents* | | | | | | | *Adults maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.*  *Advice sought on a case by case basis.*  *Individual risk assessments are completed and subject to regular review as appropriate. PPE is available if requested.* | | | |  | |  | | |  | |
| People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace. | | | | | | | *Advice sought on a case by case basis. Individual risk assessments are completed and subject to regular review as appropriate.* | | | |  | |  | | |  | |
| 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.  [*RCOG Q&A -covid-19-virus-infection-and-pregnancy*](mailto:https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/%23coronavirus) | | | | | | | *Both the New and Expectant Mothers and the Individual Risk Assessment will be reviewed prior to 28 weeks when risk factors increase.*  *Individual Risk Assessments are subject to regular review* | | | |  | |  | | |  | |
| Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual | | | | | | | *Visitors asked to wear masks, sanitise and stay at least 2m apart.* | | | |  | |  | | |  | |
| 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.  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. | | | | | | | *Limited use of supply staff.*  *Music teachers working online at the current time.* | | | |  | |  | | |  | |
| Volunteers may be used to support the work of the school, as would usually be the case. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. | | | | | | | *Volunteers are not being used at the current time.* | | | |  | |  | | |  | |
| Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19 | | | | | | | *PPE available in school at all times.* | | | |  | |  | | |  | |
| **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 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) 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.  If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. | | | | | | | *Clear procedures shared with all staff and parents.* [stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) | | | |  | |  | | |  | |
| 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. | | | | | | | *Isolated in well ventilated entrance area, can be supervised from 2m distance.* | | | |  | |  | | |  | |
| If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else | | | | | | | *The allocated staff bathroom to be used in these circumstances.* | | | |  | |  | | |  | |
| 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) | | | | | | | *PPE available in school at all times.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Procedure shared with all staff and parents.* | | | |  | |  | | |  | |
| Any member of staff who has provided **close contact care** to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, **do not** need to go home to self-isolate unless:   * the symptomatic person subsequently tests positive * they develop symptoms themselves (in which case, they should arrange to have a test)   They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) | | | | | | | *Procedure in place.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Procedure in place.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Procedure in place. Cleaning products available.*  [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | | | |  | |  | | |  | |
| **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](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit. *The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed*. | | | | | | | *Expectations shared with all parents / carers and staff.* | | | |  | |  | | |  | |
| School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. School should call the Test and Trace helpdesk on 119 if these have not arrived. | | | | | | | *Kits received and stored appropriately.* | | | |  | |  | | |  | |
| 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](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers). | | | | | | | *Webinar attended and allocation procedure in place.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Expectations shared with all parents / carers and staff.* | | | |  | |  | | |  | |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)  *Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.* | | | | | | | *Expectations shared with all parents / carers and staff.* | | | |  | |  | | |  | |
| Parents and staff are asked to inform the school immediately of the results of a test.  *Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.* | | | | | | | *Expectations shared with all parents / carers and staff.* | | | |  | |  | | |  | |
| If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact.  *Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.* | | | | | | | *Procedure in place in line with PHE guidance.* | | | |  | |  | | |  | |
| Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. | | | | | | | *Procedure in place in line with PHE guidance.* | | | |  | |  | | |  | |
| If someone with symptoms tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) 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 continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days | | | | | | | *Schools will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attends the school – as identified by NHS Test and Trace* | | | |  | |  | | |  | |
| Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious | | | | | | | *Close contact means:*  *direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*  *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* | | | |  | |  | | |  | |
| 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. | | | | | | | *Procedure in place in line with PHE guidance.* | | | |  | |  | | |  | |
| Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place | | | | | | | *School complies with PHE guidance.* | | | |  | |  | | |  | |
| **Inadequate Hand Washing/Personal Hygiene** | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | *Reminders and procedure in place.* | | | |  | |  | | |  | |
| Hands are washed with liquid soap & water for a minimum of 20 seconds | | | | | | | *Reminders and procedure in place.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Hand sanitiser is available in all classes and in the school entrance.* | | | |  | |  | | |  | |
| 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 pupils should not be using alcohol based hand cleansers because of the risk of ingestion. | | | | | | | *Soap and water available for all bubbles. Hand gel also available in every classroom space. Skin friendly skin cleaning wipes can be used.*  *Adult supervision in place.* | | | |  | |  | | |  | |
| The ‘catch it, bin it, kill it’ approach is very important and is promoted | | | | | | |  | | | |  | |  | | |  | |
| Disposable tissues are available in each room for both staff and pupil use | | | | | | | *Tissues in each classroom and the school office.* | | | |  | |  | | |  | |
| Bins (ideally lidded pedal bins) for tissues are available in each room | | | | | | | *Lidded bins in each classroom and the hall.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Risk assessments completed for vulnerable children and adults.* | | | |  | |  | | |  | |
| **Inadequate Personal Protection & PPE** | | | | | | | | | | | | | | | | | |
| Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education | | | | | | | *School complies with PHE guidance.* | | | |  | |  | | |  | |
| In schools that are in areas where the COVID Alert Level is high or very high, or during periods of National Restrictions, adults (staff, visitors and contractors) in Primary Schools DO wear face coverings in areas outside of the classroom at the discretion of the Head Teacher. | | | | | | | *School complies with PHE guidance.* | | | |  | |  | | |  | |
| In the event of new local restrictions being agreed, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.  *Some individuals are exempt from wearing* [*face coverings*](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own)*. This applies to those who:*  *- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability*  *- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.*  *The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.* | | | | | | | *School complies with PHE guidance.* | | | |  | |  | | |  | |
| In Primary schools where social distancing is not possible such as indoor areas outside of classrooms, between members of staff or visitors (for example, in staffrooms) staff may wear face coverings (e.g. visors) at the discretion of the Head Teacher | | | | | | | *Teachers are allowed to wear masks and visor as appropriate to PHE guidance.* | | | |  | |  | | |  | |
| It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning | | | | | | | *Children not expected to wear face coverings.* | | | |  | |  | | |  | |
| In such circumstances as face coverings are allowed to be worn in school they must be worn correctly  <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education> | | | | | | | *Discussion with staff about correct application of a mask.* | | | |  | |  | | |  | |
| 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 | | | | | | | *Discussed as appropriate to their age.* | | | |  | |  | | |  | |
| 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 | | | | | | |  | | | |  | |  | | |  | |
| Where a face covering becomes damp, it should not be worn and the face covering should be replaced | | | | | | |  | | | |  | |  | | |  | |
| Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs. | | | | | | | *School has a small supply of additional face masks which are available for visitors. They are one-use masks.* | | | |  | |  | | |  | |
| School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances. | | | | | | | *Procedure communicated clearly to pupils and staff via newsletters and posters.* | | | |  | |  | | |  | |
| 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 | | | | | | | *PPE available in school at all times.*  *Staff reminders and procedures are in place.*  [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) | | | |  | |  | | |  | |
| **Visitors, Contractors & Spread of Coronavirus** | | | | | | | | | | | | | | | | | |
| All visits to the school are restricted to those that are absolutely necessary | | | | | | | *School complies with local and national restrictions.*  *Only essential visitors – emergency contractors, specialist medical.* | | | |  | |  | | |  | |
| Parent and carer visits are suspended for:   * new admissions, * settling-in children new to the setting * attending organised performances | | | | | | |  | |  | | |  | |
| All visitors and contractors must make pre-arranged appointments or they will not be allowed on site | | | | | | | *Appointments only.* | | | |  | |  | | |  | |
| School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival | | | | | | | *Signage and procedures in place.* | | | |  | |  | | |  | |
| Where visits can happen outside of school hours, they are arranged as such | | | | | | | *As appropriate and necessary.* | | | |  | |  | | |  | |
| 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 | | | | | | | *As appropriate and necessary.* | | | |  | |  | | |  | |
| Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention | | | | | | | *Appointments made to fit in best with social distancing requirements.* | | | |  | |  | | |  | |
| As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school’s control measures | | | | | | | *School immunisation programme in place. Flu vaccinations in Oct 2020.* | | | |  | |  | | |  | |
| Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. | | | | | | | *After school clubs for pupils are risk assessed.*  *Mobile classroom on long term let to playgroup.* | | | |  | |  | | |  | |
| A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. | | | | | | | *Kept in school office.* | | | |  | |  | | |  | |
| Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:   * work or search for work * undertake training or education   [Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020](https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020) | | | | | | | *Castle Club will continue to operate for Breakfast and After School sessions to enable parents / carers to work.* | | | |  | |  | | |  | |
| All other out of school activities, including lettings, not being primarily used by parents for the above purposes, should close for face-to-face provision for the duration of the national restrictions | | | | | | | *All extra-curricular activities will not take place during the period of national restrictions.* | | | |  | |  | | |  | |
| In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance) | | | | | | | *School complies with national restrictions and PHE guidance.* | | | |  | |  | | |  | |
| **Inadequate Ventilation** | | | | | | | | | | | | | | | | | |
| Occupied spaces must always be well ventilated and a comfortable teaching environment maintained.  This can be achieved by a variety of measures including:  **mechanical ventilation systems** – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) **natural ventilation** – if necessary external opening doors may also be used provided this doesn’t compromise safeguarding measures | | | | | | | *Windows and doo.rs are kept open to allow fresh air to circulate. Checks are made to ensure classroom temperatures are suitable for a working environment.* | | | |  | |  | | |  | |
| Ventilate spaces with outdoor air | | | | | | |  | | | |  | |  | | |  | |
| Where possible, occupied room windows should be open. | | | | | | |  | | | |  | |  | | |  | |
| Keep toilet ventilation in operation as much as possible while building is occupied | | | | | | |  | | | |  | |  | | |  | |
| Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal.  Further advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) and [CIBSE coronavirus (COVID-19) advice](https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems). | | | | | | |  | | | |  | |  | | |  | |
| Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air. | | | | | | | *Fire doors are not be propped open unless they have a self-closing hold open device fitted.* | | | |  | |  | | |  | |
| In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open.  ***Natural ventilation*** *– opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)* | | | | | | | *Windows open to provide ventilation.* | | | |  | |  | | |  | |
| Consideration given to opening high level windows in preference to low level to reduce draughts | | | | | | | *Open windows are limited to those available .* | | | |  | |  | | |  | |
| Consideration given to only opening every other window instead of all windows when the heating is activated. | | | | | | | *Every other window to be opened.* | | | |  | |  | | |  | |
| The school offers flexibility to allow additional, suitable indoor clothing [School uniform](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-uniform) | | | | | | | *Additional suitable clothing may be worm by all adults and children.* | | | |  | |  | | |  | |
| Furniture rearranged where possible to avoid direct drafts. | | | | | | | *Consideration of furniture arrangement has taken place.* | | | |  | |  | | |  | |
| Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces | | | | | | | *Heating adjustments have been made.* | | | |  | |  | | |  | |
| When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air. | | | | | | | *Desk fans are pointed away from people and pointed at walls.* | | | |  | |  | | |  | |
| If school needs to use additional heaters they only use sealed, oil filled electric heaters | | | | | | | *Electric fan heaters only used sparingly due to increased fire and electrical risk.* | | | |  | |  | | |  | |
|  | | | | | | | | | | | | | | | | | |
| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment | | | | | | | | | | | **Yes** | | | | **No** | | |
| What is the level of risk for this activity/situation with existing control measures | | | | | | | | | | | **High** | | **Med** | | | **Low** | |
| Is the risk adequately controlled with existing control measures | | | | | | | | | | | **Yes** | | | **No** | | | |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | | | | | | | | | | | **Yes** | | | **No** | | | |
| **ACTION PLAN** (insert additional rows if required) | | | | | | | | **To be actioned by** | | | | | | | | | |
| Further control measures to reduce risks *so far as is reasonably practicable* | | | | | | | | **Name** | | | | **Date** | | | | | |
| Ensure keypad entry system wiped regularly. | | | | | | | | B Stell / S Bellwood | | | | September 2020 | | | | | |
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|  | | | | | | | |  | | | |  | | | | | |
| 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** | | **Med** | | | **Low** | |
| Is such a risk level deemed to be as low as reasonably practical? | | | | | | | | | | | **Yes** | | | **No** | | | |
| Is activity still acceptable with this level of risk? | | | | | | | | | | | **Yes** | | | **No** | | | |
| If no, has this been escalated to senior leadership team? | | | | | | | | | | | **Yes** | | | **No** | | | |
| **Assessor(s):**  **Position(s):** | | **Bev Stell**  **Headteacher** | | | | **Signature(s):** | | | |  | | | | | | | |
| **Date:** | | 10th November 2020 | | | | **Review Date:** | | | | 2nd December 2020 | | | | | | | |
| **Distribution:** All staff, shared on website. | | | | | | | | | | | | | | | | | |
| 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** | | | | | | | | | | | | |

