

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020				
Location	Fulford School				
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>					
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	Each year group assigned a different area of the school with specific entry and exit points. Year groups create distinct bubbles. Year 7 – Main corridor B Block and B12 side of the Tower and new T Block Year 8 – 3 rooms in A Block, B4 and B11 side of Tower (inc B16 and B25) Year 9 – A Block Year 10 – H Block Year 11 – G Block (and specialist rooms in H Block) Year 12/13 – N Block and H Block	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	Class registers taken as usual and staff timetables will indicate what staff are teaching which classes at specific times Any additional support staff or teacher cover, cover supervisors or SLT presence recorded for each block. Office to hold a definite list of where staff and students are in any particular timetable period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In the younger years in Secondary Schools (key stage 3), schools may be	Each year group have been allocated its own pod of classrooms and teachers will move pods as dictated by their timetables.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	Year 7 taught in form groups for all lessons. Computing and PE only room change to specialist areas but form groups remain. Year 8 taught in form groups for all lessons, except maths, science, and computing. PE lessons will take place outside of the pod. Year 9 will be taught in setted classes within the year group pod. PE lessons will take place outside of the pod.			
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended	Year 10, 11, 12 and 13 will predominately be taught within their pods. Movement will be made when specialist rooms are needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	The consistent groups as mentioned above will remain throughout and the class-sized groups will not vary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 Staff briefing 7th September 2020 Assemblies for pupils Communication home.	The school day will start at 8.55. Pupils will arrive between 8.40 and this time. There are clear protocols for where pupils should go and how to access the buildings. Departures will be staggered from their classrooms to ensure no cross over of bubbles. Break times: 11.15 to 11.35 for all students but only one year group a day on a rota in the canteen. Allocated outdoor and indoor (wet weather) space as per protocols. Lunchtimes: staggered lunch time will be in place as per the year group bubbles. Hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>sanitiser stations at the entrance and exit to the canteen.</p> <p>Each year group has own supply of cutlery and trays and designated half of the canteen and then designated outdoor or indoor (wet weather) space as per protocols</p> <p>Assemblies (if required) will take place in year group bubbles in the school hall with adequate time between year groups for cleaning.</p>			
<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>Staff briefing 7th September 2020 Assemblies for pupils Communication home.</p>	<p>Each year group has a specific pod area. Face masks are expected to be worn by both staff and pupils in indoor communal areas outside of the classroom in line with public health recommendations.</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>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport</p>	<p>As outlined above.</p> <p>Bubbles will consist of year groups with movement for specialist rooms or grouping.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Boarding pupils can be in one group residentially and another during the school day</p>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>It is accepted that boarding pupils will mix during sociable time</p>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Siblings may be in different groups</p>	Noted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable</p> <p>Staff briefing 7th September 2020 Assemblies for pupils Communication home.</p>	<p>Revised timetables issued to all staff indicating the movement around school to the different class groups within different bubbles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p> <p>Staff briefing 7th September 2020 Assemblies for pupils Communication home.</p>	<p>Staff will teach from the front of the class keeping 2m from pupils. Any closer work will be side to side. Face coverings and/or visors may be worn if there is an extended period of side to side work. These will be provided in classrooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where possible adults maintain a 2 metre distance from each other, and from children</p> <p>Staff briefing 7th September 2020 Assemblies for pupils Communication home.</p>	<p>Staff are advised to wear face covering when moving around the school. Staff will be able to use departmental offices, following social distancing. Good hygiene to be adopted with hand washing before and after using a staffroom. Hand sanitisers also available and must be used when entering and leaving classrooms and office space. Staggered lunchtimes will reduce the number of staff in social areas.</p> <p>This will be reviewed and monitored.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration</p> <p>Staff briefing 7th September 2020 Assemblies for pupils Communication home.</p>	<p>Staff should be at a distance of 2m from students or other adults where possible.</p> <p>Teaching Assistants/Learning Support should ensure that SEND students are sitting on front row of a classroom.</p> <p>Avoid face to face conversations. Adults to work side by side with children or from behind children.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Staff briefings and meetings to continue to be held virtually, where possible, or in school hall where 2m distances can be maintained.			
<p>Within the classroom a distance between people is maintained so far as reasonably practical</p> <p>Staff briefing 7th September 2020 Assemblies for pupils Communication home.</p>	<p>Within classrooms distancing between teachers and pupils will be maintained at 2m where possible. For closer working PPE is available.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face to face contact time is reduced and limited to no more than 15 minutes duration</p> <p>Staff briefing 7th September 2020 Assemblies for pupils Communication home.</p>	<p>Avoid face to face conversations. Adults to work side by side with children or from behind children.</p> <p>Tasks planned to avoid face to face contact.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are seated side by side and facing forwards, rather than face to face or side on</p> <p>Staff briefing 7th September 2020 Assemblies for pupils Communication home.</p>	<p>Student desks to be arranged so that pupils are forward facing, wherever possible</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff will work side on to pupils as opposed to face to face whenever possible</p> <p>Staff briefing 7th September 2020 Assemblies for pupils Communication home.</p>	<p>Reminder of distancing between teachers and pupils when staff in front of class.</p> <p>Adults to work side by side with children or from behind children.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Educational and care support is provided as normal to pupils who have complex</p>	<p>TA to be timetabled to work in group bubbles. TA working 1:1 should wear visors. In lessons TA's conduct side by side NOT face to face and 1m+ distance maintained, where possible. Learning Support Dept rooms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

needs or who need close contact care	<p>allocated in year group bubbles and students must not mix. TA to be available from 8.40 and stay with student throughout and breaks will be organised within the group bubble they work in.</p> <p>Intimate care requirements of students will require TAs to use PPE.</p> <p>Designated disabled toilets to be given to students requiring them but to remain in their year group bubbles.</p> <p>ERP Base – space segregated for use by year group bubbles. Computers and laptops to be designated to individual students and labelled.</p>			
Unnecessary furniture has been moved out of classrooms to make more space	<p>Only enough desks in the classrooms to accommodate the number of children.</p> <p>Teacher desks are to remain clear.</p>	<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	<p>Assemblies will take place, if required, in year groups in the school hall. Notification to be given in advance to enable cleaners to undertake appropriate cleaning in between bubble year groups.</p>	<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	<p>Year groups all be allocated an area within school.</p> <p>Timetabling to reduce movement of students together with one way systems. Entrance and exit doors allocated for each year group bubble area. Signage on doors to ensure this is enforced.</p> <p>Markers and directional arrows in place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p> <p>Staff briefing 7th September 2020</p> <p>Assemblies for pupils</p> <p>Communication home.</p>	<p>Start and finishing times and procedures have as per protocols.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact</p> <p>Parent information</p>	<p>Pupils encouraged to walk or cycle to school. No parental drop off in the school site or Fulfordgate.</p> <p>School buses to enter school site after 8:40am F21, F22, F27, F28, F30 to drop off on Hesslington Lane.</p> <p>Visitors to enter the school by appointment only</p> <p>Senior staff to monitor start and end of the school day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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)</p> <p>Parent information</p>	<p>Arriving to School: Students are asked to arrive in school as close to 8.55 am as possible. Students arriving before 8.40 am will be asked to go to different zones within the school:</p> <p>Year 7 – quad area between Hall and Canteen.</p> <p>Year 8 – tennis courts (nearest Youth Centre) accessed via gate near Youth Centre</p> <p>Year 9 – tennis courts (half furthest away from Youth Centre accessed via gate near Sports Hall.</p> <p>Year 10 – area between H and G Blocks and around field side of H Block.</p> <p>Year 11 – Basket Ball courts.</p> <p>Departures from School: These will be staggered.</p> <p>Specified entry and exit doors for each year group will be clearly identified. Walk around the outside of the building to access.</p> <p>3.10 pm – Year 9 exit via doors by A5 and out Youth Centre gates</p> <p>3.10 pm – Year 10 exit via doors by H3/H4 and across basketball court</p> <p>3.15 pm – Year 8 exit via doors by A1 and out Youth Centre gates</p> <p>3.15 pm – Year 7 via doors in B Block quad and then basketball courts</p> <p>3.20 pm – Years 11/12/13 via Basketball courts.</p> <p>Late arrivals up to 9:15am will be via the basketball court monitored by AHY. Post 9:15 late arrivals is via main school entrance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>Shared within protocols and parental information.</p> <p>SLT and duty staff to monitor drop off and collection.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

should be conducted safely)				
External entrances to classrooms are used where practical	<p>Students aware of their year group allocation and wherever possible external doors to be used to access these areas.</p> <p>Face covering are expected to be used by staff and pupils when in inside communal spaces and corridors.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Break times are staggered so that all pupils are not moving around the school at the same time</p> <p>Staff briefing 7th September 2020</p> <p>Assemblies for pupils</p> <p>Communication home.</p>	<p>There is one morning break only between 11.15 and 11.35 am.</p> <p>Year groups will be able to access dedicated open spaces or inside space in wet weather as per protocols.</p> <p>One year group each day will be able to access the canteen at break time.</p> <p>Monday – Year 7</p> <p>Tuesday – Year 8</p> <p>Wednesday – Year 9</p> <p>Thursday – Year 10</p> <p>Friday – Year 11</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Lunch breaks are staggered</p> <p>Staff briefing 7th September 2020</p> <p>Assemblies for pupils</p> <p>Communication home.</p>	<p>Lunchtimes: staggered lunch time will be in place as per the year group bubbles.</p> <p>First Lunchtime: 12.35 to 13.20 - Key stage 3 and year 13</p> <p>Second Lunchtime: 13.25 to 14.20 – Key stage 4 and year 12</p> <p>Hand sanitiser stations at the entrance and exit to the canteen.</p> <p>Each year group own supply of cutlery and trays and designated half of the canteen and then designated outdoor space or wet weather indoor space as per protocols.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered</p> <p>Staff briefing 7th September 2020</p>	<p>Staff have staggered breaks and lunch times as per the students. Temporary classrooms and Resource Centre to be used for staff if staff rooms are at capacity.</p> <p>Strict hygiene protocols to be implemented and adhered too.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual</p>	<p>PE activities reviewed by head of PE to minimise contact.</p> <p>Changing rooms cleaned between year group bubbles.</p> <p>Use of changing rooms minimised by half bubbles by allowing some PE to be done in without changing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

groups, and contact sports avoided.				
Staff briefing 7th September 2020 Assemblies for pupils				
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	Activities are in line with the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport and from the Association for Physical Education and the Youth Sport Trust Changing rooms are 'fogged' after each change of bubble and cleaned following the school cleaning rota.	<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	Consistent messaging has gone to parents, carers and pupils	<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	Staff, parents and students to be advised of the travel guidance safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11	Parents, carers, and pupils have received clear messaging that this is expected on all buses. A partnership approach between the school, LA, trust, and the bus companies is in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	School staff members are not responsible for cleaning, however, antibac wipes will be available in each classroom for use by adults only and not by students if required. Staff are expected to wipe keyboards on entry and exit from the classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>CSG (contracted cleaning company) are aware of the additional cleaning requirements and we have put in place the following:</p> <p>Day time cleaning operative in each block and linked to a year group bubble to work in addition to the usual school morning and evening cleans. They will undertake the following duties:</p> <ul style="list-style-type: none"> • Bins emptied cleaned and new plastic liners inserted, used bin liners placed in refuse bags in agreed area and tied. Bins in classrooms that are located near the propped open classroom door • Hygiene areas cleaned including taps, toilets, sinks • All touch point areas eg. banisters, door handles, push plates on doors <p>Fogging Machine</p> <ul style="list-style-type: none"> • Currently looking into different solutions that could be used once and then guaranteed for 30 days. • The purchase of another two fogging machines and ensuring all operatives were trained would enable most of the school to be 'fogged' on an evening if the other solution was used. • The exact timetable would be required for PE to ensure that fogging could take place, although we were advised that you would have to leave at least 30 mins in between a fogging session before another group could come into a changing room? • The hall would take an hour to do and then 30 mins to wait between assemblies. <p>School Office, Reception, Staff Room, Staff Toilets and other Offices used would be on the routine cleaning schedule.</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	<p>Cleaning company to work to following guidance issued: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Touch points cleaned systematically throughout the day – morning cleaning staff, day cleaners from 11.30 and evening cleaning</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	regimes to be followed including fogging of areas.			
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Touch points cleaned systematically throughout the day – morning cleaning staff, day cleaners from 11.30 and evening cleaning regimes to be followed including fogging of areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Bins are provided in each classroom. These are to be located near to the doors so that cleaning staff do not need to enter the classroom when occupied. All bins emptied regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	School staff are not responsible for cleaning the school facilities. This will be undertaken by the cleaning operatives from CSG. Cleaning wipes will be available in every classroom for use by ADULTS only. Appropriate cleaning materials have been sourced by cleaning contractor and COSHH certificates are available from the cleaning supervisor. CSG on site supervisor and school Senior Site Manager to ensure stock levels remain adequate and monitor throughout	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	PE equipment is cleaned between use of equipment from different bubbles. They can be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 for plastics) between use by different bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Guidance to students and parents with regard to what resources students will be asked to source themselves and use for their sole purposes has been shared.	<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	Classroom based resources, such as books, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

frequently touched surfaces				
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	<p>Classroom resources that are shared between classes or bubbles, eg. Sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles.</p> <p>They can be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 for plastics) between use by different bubbles.</p>	<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	Guidance has been shared with pupils and parents to limit the amount of equipment bought into school each day to that of essentials.	<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	Students and teachers can take exercise books and resources home. This should be kept to a minimum and only when required. Hand washing and sanitising prior to and after touching books and resources should be adhered to.	<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	Only school laptops that have been allocated to staff and students should be in school. They must be wiped down at the start and end of each day in school.	<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 that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring 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 10days, 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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 1 st 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	Clinically extremely vulnerable Individual risk assessments are to be put in place through HR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Clinically-vulnerable people Individual risk assessments are to be put in place through HR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the	All supply staff are sourced through Yorkshire Education. Risk assessments and protocols to be shared with Yorkshire Education and supply staff to sign to acknowledge that they have been received and read prior to commencement of duties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils				
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p> <p>Each classroom area has a PPE bucket containing fluid resistant surgical face mask, disposal gloves, visor and apron). This is only to be used in line with the School's Coronavirus protocols. Individual teachers are responsible for requesting replacement stock should they use any from the Site Staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Shared in protocols</p>	<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	Pupils should be moved to the Pro- Act Support room. If this is not available they should be taken to the Hall whilst awaiting collection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


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.				
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 staff toilet opposite the main hall can be used and School Nurse to ensure that suitable signage is placed on the door to ensure that this is then isolated. Site Team to ensure that arrangements for the cleaning is undertaken.	<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 PPE equipment available and instructions have been issued to first aiders on how to put on and take off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Within school protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

not visit the GP, pharmacy, urgent care centre or a hospital				
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.	As per school protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	As per school protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	COVID-19: cleaning of non-healthcare settings guidance CSG cleaners to clean with 'cleaner disinfectant' once pupil has been collected. CSG have own tool box talks that CSG staff will receive training and sign for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to	As per school protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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>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>As per school protocols</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>As per school protocols</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parents and staff are asked to inform the school immediately of the results of a test	As per school protocols. PHE will contact the school over positive cases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	As per school protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). School to contact Health protection team and LA. 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 Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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				
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	<p>Close contact means:</p> <p>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)</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>This will be in conjunction with advice from PHE</p> <p>Shared in protocols</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Shared in protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap &	Posters displayed around the school as reminders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

water for a minimum of 20 seconds	Hand sanitiser always available Shared in protocols			
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>All accessible hand basins are available for use and old locked toilets in H Block are now open for use by students.</p> <p>Hand sanitiser stations are located at the entrances to the school and also in main canteen and Year 12 and 13 dining area.</p> <p>Hand sanitiser bottles are available in each classroom but can only be used under the direction of the teacher.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	<p>Skin friendly skin cleaning wipes can be used as an alternative</p> <p>Site Team and School Nurse have put PPE resources, including hand sanitisers in every room within the school for use under the direction of the teacher in the class</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>Posters have been displayed in hygiene rooms and other significant areas around school</p> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Site Team and School Nurse have put PPE resources, including hand sanitisers in every room within the school for use under the direction of the teacher in the class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for	All rooms have bins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

tissues are available in each room				
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 to be undertaken for individual students as and when required by the SENDCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
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	Face coverings must be used on school and public transport. Following recommendations from CYC pupils and staff are expected to wear face coverings whilst in communal areas Face coverings are not expected to be worn in classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If	safe working in education, childcare and children's social care Adequate PPE in available within the school for use by staff should this be required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn				
Pupils and staff who use them are required to remove face coverings on arrival at school	Face coverings should be worn in communal inside areas. They need not be worn outside and there is an expectation that no face coverings should be worn in classrooms.	<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	As per protocols	<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	As per protocols. Pupils will be expected to wear face coverings in communal areas. They should take the off before entering the classroom and their hands washed or sanitiser used.	<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	Site staff to inform contractors Visitors to be limited and staff to inform office staff of any appointments booked. Shared in protocols	<input 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	Shared in protocols Shared on website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where visits can happen outside of school hours, they are arranged as such	Shared in protocols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	SYMAT Estates and Facilities Manager and Site Team to ensure that all contractors attend by agreement with appropriate risk assessments and controls are in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits SYMAT Estates and Facilities Manager and Site Team to ensure that all contractors attend by agreement with appropriate risk assessments and controls are in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors	All visitors to have an appointment and sign in at the main school reception.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Site Team to implement and monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	Site Team to implement and monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Site Team to implement and monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Site Team to implement and monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to	Fire doors must not be propped open unless they have a self-closing hold open device fitted Site Team to implement and monitor and identify which doors are fire doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

limit use of door handles and aid ventilation				
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 so far as is reasonably practicable		Name	Date	
<u>Consultation</u> Governor Meeting Emailed to staff Shared on School Website Staff Training		S Lewis		
<u>Information Sharing</u> Letter to parents to include tentative plan, drop off and pick up points, appointments for visiting school etc				
Inform contractors		Senior Site Manager	As required	
Monitor and Review		All staff	Ongoing	
Update risk assessment weekly initially		S Lewis	Every week	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
Assessor(s):	Steve Lewis	Signature(s):		
Position(s):	Headteacher			
Date:		Review Date:		
Distribution:				

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

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