

Activity/ Situation	OPENING OF SCHOOL DURING NATIONAL LOCKDOWN 2021			
Location	Coatham CE Primary School			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ 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				
DSL and/or DDSL are available on site daily in school hours	DSL daily DDSL x4pw			
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	SLT Daily consistent class bubbles of max 10 (from 18/1/21) Consistent staff allocated to each class bubble	☒	☐	☐
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 TEAM Registers completed daily. Staff attached to each Class and Class-Pair are named. Planned close contact (Interventions) is pre-arranged and recorded by Class Teacher and TA. Unplanned close contact is recorded by Class Teacher and TA	☒	☐	☐

<p>During the period of national lockdown, primary, secondary, alternative provision and special schools will remain open to vulnerable children and young people and the children of critical workers only. There is no limit to numbers of these pupils who may attend and school does not limit attendance of these groups</p> <p>Where school has had to temporarily stop on-site provision on public health advice, the MAT and local authority are informed to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so</p>	<p>SLT</p> <p>Daily consistent class bubbles of max 10(from 18/1/21) .</p> <p>Consistent staff allocated to each class bubble</p> <p>All other pupils receive remote education</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups</p>	<p>SLT</p> <p>Daily consistent class bubbles of max 10(from 18/1/21) and class-pair bubbles of 60 for yard and diner hall. Consistent staff allocated to each class bubble</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups</p>	<p>CLASS TEAMS</p> <p>Class groups have allocated toilet, play area and entrance/exit point; class groups do not cross in accessing any of these. Chn will not move about the building</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible</p>	<p>No shared spaces for pupils in school</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</p>	<p>CLASS TEAMS (EYFS+Y1)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

acceptable for them not to distance within their group	N, R, Y1 children will be asked to socially distance where possible; they will have allocated sitting places and work groups; it is anticipated that they will be close together when working in their groups			
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	NO BREAKFAST CLUB or after-school clubs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	Siblings are in correct Year groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	SLT No cross-group movement except HT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	OFFICE STAFF Office staff and HT will move between groups. Office staff will not enter classroom bubbles. HT will ensure that a distance, ideally 2m is kept between himself and chn/adults CLASS TEAMS Class Team members will not enter the bubbles of other classrooms unless they are specific staff delivering Interventions/support: These staff will ensure that a distance, ideally 2m is kept between himself and chn/adults Dinner delivery staff member will not enter class bubbles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	CLASS TEAMS Classroom staffing and staff workstations within classroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	facilitates this. Staff break rota and 2m chair spacing in staff room facilitate this.			
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Intervention sessions with children will last no more than 15mins and will be delivered where possible at 1m+ distance, with staff working alongside or from behind child. Meetings to be held by Zoom wherever possible; face to face meetings will be with seating at 2m distance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	CLASS TEAMS Classroom staffing and staff workstations within classroom facilitates a 2m space between adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	CLASS TEAMS Intervention sessions with children will last no more than 15mins and will be delivered where possible at 2m distance, with staff working alongside child	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	SLT/CLASS TEAMS All classrooms will use side by side seating, tables de-lined at half-way point	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	CLASS TEAMS Staff will work from behind or at side of pupils whenever possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	SENDco, CLASS TEAMS EHCP and children with behavioural issues have individual RA/Management Plan 1:1 support in class will be delivered at 2m distance where practicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	All unnecessary furniture removed from classrooms	<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	SLT Assemblies by Zoom only in classrooms	<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	CLASS TEAMS All lessons taught in allocated classroom. All PE taught in allocated outdoor space, separate from other Year groups, or in groups of 15 in hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	SLT Staggered start and finish times will not reduce the amount of overall teaching time(break and lunch reduced by 2x7.5mins)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	SLT Staggered times: 8.55, 9.00, 9.05 at 3 allocated entrance/exit points 2m spacing waiting stations clearly marked and all parents informed by Newsletter and Facebook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact	SLT, SITE SUPERVISOR Clear signage and staff presence at each entrance/exit point to move parents on; parental letters to confirm procedures of allocated time and allocated entrance/exit point Clear signage and weekly reminders of 2m distancing and distanced waiting areas provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Parents entering entrance vestibule must wear mask and stay at 2m marking on floor. Hand gel is provided in vestibule.	SLT Clear signage and staff presence at each entrance/exit point to move parents on once chn have entered school site; parental letters to confirm procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Class Fire doors are used in N,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Y5,6,1,2,3 and nearest fire door to R, Y4			
Break times are staggered so that all pupils are not moving around the school at the same time	CLASS TEAMS Break times are staggered at 10.20, 10.40 outside areas allocated in proximity to classroom exits; no movement through school building is necessary for access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	CLASS TEAMS Lunch times are staggered at 12, 12.25, 1.00; outside areas allocated in proximity to classroom exits; no movement through school building is necessary for access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	SLT Use of staff room is staggered through rotas; max of 6 seated adults at one time at 2m distance. Kitchen and reprographics area have 1 person only rule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	CLASS TEAMS Chn will be kept in consistent groups within class for PE lessons. All PE lesson outside. All PE equipment to be cleaned at end of session by Class Team. No contact games. No after-school sports clubs. No sitting on floor in hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	CLASS TEAMS All PE lessons outside. All PE equipment to be cleaned at end of session by Class Team. PE theme selection will only be to Individual sports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	or Keep-Fit sessions using personal equipment No after-school sports clubs			
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	External wraparound providers unable to provide this.			
Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day, schools and external providers group children with others from outside their school day bubble (or from a different school, where children from multiple schools are attending provision) keep children in small, consistent groups with the same children each time	External wraparound providers provide this.			
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	SLT, GOVERNORS School newsletter and Facebook encourages all parents and chn to walk or cycle/scooter	<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	SLT Gov guidance has been issued to all parents by e-link on Newsletter and on School Facebook page	<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	SLT Gov guidance has been issued to all parents by e-link on Newsletter and on School Facebook page Procedure poster, adult supervision and sealed bins at entry points for disposal of masks	<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	CLASS TEAMS, CLEANING TEAM Tables and Chairs cleaned by staff at end of each teaching session (x4 daily)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Toilets cleaned daily at 11am, 1pm, 3.30pm Additional cleaning time allocated to Cleaning Team through re-timetabling of hours			
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	CLASS TEAMS, CLEANING TEAM Tables, Chairs, touch points (door handles) cleaned by staff at end of each teaching session (4 sessions daily) Shared equipment and areas (sink) in class cleaned after use at end of session. Shared equipment between classes is cleaned after use at end of session Movement sensor lights in use through school (no switch use needed) Books will not be shared between chn in class.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Staff to use key-fob entry only Key-fob points are sanitised at 8.00am and 3.40pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	SITE MANAGER All classrooms and other used rooms have pedal bin with liner Paper towel and tissue bins emptied at 11am and 2.30pm (and 1pm if necessary) daily	<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	HT, SITE MANAGER Weekly stock check meeting with HT and Site Supervisor	<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	EYFS; play equipment is allocated to a specific group daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and cleaned at end of session Each class has allocated lunch-time play equipment; this is cleaned by staff after individual use and at end of lunchtime daily			
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	CLASS TEAMS All children have own stationery/work wallet; no shared key stationery All staff have own stationery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Resources shared within the classroom are cleaned (ant-viral spray) at the end of each session Reading Books returned to Library are retained for 3 days before being replaced	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	CLASS TEAMS All shared equipment between classes is cleaned by Class Team at end of session	<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	CLASS TEAMS No stationery to be brought from home No PE Kit to be brought from home Mobile Phone only if walking home alone	<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	CLASS TEAMS Reading Books returned to Library are retained for 3 days before being replaced Homework will be delivered on Virtual Classroom or by individually-given worksheets for chn with inappropriate internet access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Staff to mark books and prepare resources at home whenever possible Staff to sue one cleanable, regularly cleaned bag between home and school			
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	No electronic devices taken from school to home/home to 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	SLT Pupils, staff and other adults will not come into the school if they demonstrate C-19, or have tested positive in the last 7 days. Pupils and staff developing C-19 symptoms during the school day are sent to Isolation Room following Isolation procedure, and sent home. Parents of chn, and staff, who are sent home will be directed to take a C-19 test and self-isolate for 7 days, with any family members self-isolating for 14 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school recognises that if they have two or more confirmed cases within 10 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	Report to Redcar Health Team, foodteam@redcar-cleveland.gov.uk			
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to work from home 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	SLT Clinically extremely vulnerable staff members working from home. Clinically extremely vulnerable individuals are those	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p>identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance</p>			
<p>Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible. They can attend in all three local restriction tiers.</p>	<p>SLT Individual risk assessments in place, directing that; non-class staff work in socially distanced positions. Class staff to observe full guidance on social distancing. adults should 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. Adults should continue to take care to socially distance from other adults</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible</p>	<p>People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings</p>			
<p>Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high</p>	<p>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</p>			

<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p>No supply staff are used Specialist staff follow Agency guidelines and work solely in Counselling Room</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p>	<p>SLT SITE MANAGER PPE (gloves, apron, face mask, eye shield) in place in every classroom for emergency First Aid/intimate care use PPE disposal bin (lidded) in every classroom</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p>	<p>SLT Pupils, staff and other adults will not come into the school if they demonstrate C-19, or have tested positive in the last 7 days. Pupils and staff developing C-19 symptoms during the school day are sent to Isolation Room following Isolation procedure, and sent home. Parents of children, and staff, who are sent home will be directed to take a C-19 test and self-isolate for 7 days, with any family members self-isolating for 14 days.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>SLT Move to Isolation Room, following Isolation procedure; access through outside building, do not move through the school; to sit in this room with all windows open or outside this room, on</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	yard if possible. Access for collecting parents is via external door.			
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	SLT Allocated toilet next to Isolation Room to be used. Toilet to be closed after use.	<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)	SLT SITE MANAGER PPE (gloves, apron, face mask, eye shield) in place in every classroom for emergency First Aid/intimate care use PPE disposal bin (lidded) in every classroom	<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	guidance on isolation for residential educational settings.	<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 not visit the GP, pharmacy, urgent care centre or a hospital	SLT In an emergency, school will call 999 if the pupil is seriously ill or injured or their life is at risk. School will direct parents of children sent home to use 111 or 119, not to visit a GP, Pharmacy, Hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	SLT Isolation Procedure detailing this in Staff Handbook and on display in Isolation Room and Staff Room	<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	SLT Daily reminder to all classes of handwashing procedure; liquid soap, water, 20secs Soap dispensers at each sink	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Outside sinks monitored by staff for 20secs timing Posters and weekly reinforcement to all staff			
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	SLT Isolation procedure details cleaning procedure for Class Staff and Cleaning Team after a child or staff member with C-19 symptoms has left the area	<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 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	SLT/OFFICE STAFF School office will direct all staff members and parents/carers who display symptoms to book and attend a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	SLT/OFFICE STAFF School office will direct all staff and parents/carers that they will need to provide contact details of others to NHS Test and Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	SLT/OFFICE STAFF School office will direct/staff members and parents/carers to self-isolate for 14 days if they have been in close contact with someone who displays symptoms/has tested positive for C-19	<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	SLT/OFFICE STAFF School Office will direct staff and parents/carers to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	inform school immediately of outcome of any C-19 test when received.			
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	SLT/OFFICE STAFF School office will direct staff and parents/carers to complete the 7 day self-isolation if they receive a negative C-19 result.	<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 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days	SLT/OFFICE STAFF School Office will direct staff and parents/carers that they/their child should continue to self-isolate for the full 7 days from the onset of their symptoms and that other family members should continue to self-isolate for the full 14 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious	SLT will send home any staff or child who has been in close contact with the person who has tested positive, following these Gov definitions: 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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</p>	<p>vehicle, like a car, with an infected person</p> <p>School contact LA Health Team: foodteam@redcar-cleveland.gov.uk PHE North-East 03003038596</p>			
<p>Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>	<p>The school does not routinely take the temperature of pupils</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School have received an initial supply of 20 home PCR (polymerase chain reaction) test kits and information about how to order to replenish this supply when they are running out</p>	<p>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)</p>			
<p>Where pupils who are self-isolating and are within the definition of vulnerable, it is</p>	<p>School will notify their social worker (if</p>			

important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support	they have one). School leaders will then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person			
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	SLT, STAFF Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils. Liquid soap in each classroom (gel for staff use stored in cupboard). Hand gel stations at staff entry points to school and in staffroom. Weekly staff reminder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	SLT, STAFF Daily reminder to all classes of handwashing procedure; liquid soap, water, 20secs Soap dispensers at each sink Outside sinks monitored by staff for 20secs timing Gel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	4x3 sets of Outside sinks installed from 20/5/20	<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.	SLT Liquid soap located at each sink. Gel/handwipes available under supervision in cold weather (Hand gel for use by staff in classroom cupboard).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	CLASS TEAMS "Catch it..."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	procedure reinforced daily Tissues and pedal bin for disposal in each classroom. Chn directed to follow procedure.			
Disposable tissues are available in each room for both staff and pupil use	CLASS TEAMS "Catch it..." procedure reinforced daily Tissues and pedal bin for disposal in each classroom. Tissues at each child's table Chn directed to follow procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	CLASS TEAMS Pedal bin for disposal in each classroom. Chn directed to follow procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	No chn with this specific need currently in school	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	SLT No face coverings in use by children in school	<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 there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	SLT, SITE MANAGER PPE (gloves, apron, face mask, eye shield) in place in every classroom for emergency First Aid/intimate care use PPE disposal bin (lidded) in every classroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff who use them are required to remove face coverings on arrival at school	SLT Face Mask removal procedure poster, staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	supervision and sealed bin at entry points			
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings	SLT Face Mask removal procedure poster, and staff supervision	<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 In the event of new local restrictions being imposed, schools will ensure they communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances	SLT Face Mask removal procedure poster, staff supervision and sealed bin at entry points Used face mask to be put in sealable plastic bag then placed in outdoor pedal bin Re-usable masks will be placed in sealable plastic bag and stored in Class Phone Room (Staff only) until collection at home time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults (staff and visitors) in primary schools and in secondary schools do wear face coverings in areas outside of the classroom	Staff can wear face coverings outside of classroom Some individuals are exempt from wearing face coverings.			
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 Face visors or shields are not routinely worn as an alternative to face coverings	Coatham: Visor or transparent face mask may be worn in the classroom when needed			
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	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			

Visitors, Contractors & Spread of Coronavirus

<p>All visitors and contractors must make pre-arranged appointments or they will not be allowed on site</p>	<p>SLT, SITE MANAGER External agencies make pre-arranged appointments Contractors make pre-arranged appointments and attend school after 4pm or at weekend</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival</p>	<p>Office staff to explain all distancing and hygiene procedures at entry to school; graphical explanation in place for referral</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where visits can happen outside of school hours, they are arranged as such</p>	<p>SLT, SITE MANAGER Contractors to attend after 4pm or at weekend.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>SLT, SITE MANAGER Risk assessment provided by contractors School will have discussions with key contractors about the school's control measures and ways of working</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention</p>	<p>SLT, SITE MANAGER Risk assessment provided by contractors (currently used contractors have all completed Industry approved Covid-19 training</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A record is kept of all visitors 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</p>	<p>OFFICE STAFF Name, agency/company and postcode, phone number to be recorded on entry</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Ventilation

Ventilate spaces with outdoor air	CLASS TEAMS All windows to be kept open where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	CLASS TEAMS All windows to be kept open where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	SITE MANAGER Toilet windows kept open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	No a/c units in school	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	SITE MANAGER Non-fire doors wedged open through school.			
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	Classroom windows and doors are open to provide trickle ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Classroom windows opened fully when children are outside (break, lunch, PE)			

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 type="checkbox"/>	No <input checked="" type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

ACTION PLAN (insert additional rows if required)	To be actioned by	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date
Ensure all staff are aware of additions to Plan for Spring 1 Lockdown	P MAUDSLEY	14/1/21

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):	P Maudsley	Signature(s):	<i>P Maudsley</i>
Position(s):	Headteacher		
Date:	14/1/21	Review Date:	Daily+1/2/21

Distribution: Staff, Governors, MAT

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

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD