

Activity/ Situation	WIDER OPENING OF SCHOOL				
Location	Lord Deramore's Heslington				
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"> ✗ Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, CYP 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 ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities 				
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A	
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
<p>Social Distancing Measures Not Followed</p>					
<p>For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to</p>	<p>Early Years Foundation Stage</p>	☒	☐	☐	
<p>As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so</p>	<p>Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</p>	☒	☐	☐	
<p>Primary School classes halved with a maximum of 15 pupils per class and desks or provision spaced as far apart as possible</p>	<p>DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020</p> <p>DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Classes to start with up to ten pupils per group with two</p>	☒	☐	☐	

	members of staff where possible. (See attached table for reference)			
Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the 2 metres rule is applied		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded	Adults to supervise amount of CYP in cloakroom to avoid overcrowding. Toilets and sinks to be allocated to specific bubbles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP use the same classroom or area of a setting throughout the day	Bubbles will use the same designated classroom each day and will each lunch in the same classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils in classrooms with desks are seated at the same desk each day if they attend on consecutive days	Key worker children attending in Reception / Year 1 will continue to use same classroom as the rest of the week and will not mix with other key worker children to ensure no risk of bubble cross contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups	Designated classes will be with same staff member for each day of attendance where possible. Extra staff may be used where sickness arises however using two members of staff per day may allowed for one to take class without risk of staff members crossing groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising	See attached table for reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

for secondary schools there will be some subject specialist rotation of staff				
Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	Signage to be placed around premises to remind, lots PSHE work to reinforce.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to which lessons or classroom activities could take place outdoors	Yes, rota to allow for classes to conduct activities outside	<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	Yes, designated staff and children will remain in same classroom / cloak room each day unless using and outdoor space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded	Adults to supervise amount of CYP in cloakroom to avoid overcrowding. Toilets and sinks to be allocated to specific bubbles. Traffic light system to be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assembly groups staggered		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Break times are staggered so that all CYP are not moving around the school at the same time	No moving around school to take place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	CYP should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, they should be brought their lunch in their classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity	If class groups take staggered breaks between lessons, these areas can be shared as long as	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place			
Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	Should be no need for CYP movement through corridor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)	Social stories to be done for all CYP attending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered	See parent guide time table for inform, all groups to be staggered for drop off and collection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent they must follow social distancing guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Specific timetable for drop off / pick up, See parent guide for information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and CYP 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)	Information within Parent Guide document sent out before any wider opening of school.	<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)	Contained within parent information sent home prior to wider opening of school. See attached parent / carer agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Each classroom has an external door for bubble to enter and leave through each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Multiple groups do not use play equipment simultaneously	Rota for days each bubble uses equipment, to be cleaned by CYP & staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing	Class will have 10 CYP with two adults. https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools offering residential provision have considered the maximum number of CYP they can safely accommodate in residences		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff working in Offices are adequately distanced, are on rota or are working from home		<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 to ensure social distancing is maintained	Staff to use staffroom at staggered times and wash hands before use. Toilets to be allocated to specific bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and CYP encouraged to walk or cycle to their education setting where possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	Coronavirus (COVID-19): safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Inadequate Cleaning

Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Sewells supplied updated cleaning specification, additional cleaning hours to be added where necessary, in particular on days where school is closed to wider opening children to allow for deeper clean. See attached specification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	Cleaning supplies such as disposable clothes and bottle of disinfectant to be placed in each classroom to allow for regular cleaning to take place	<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	Main entrance to school sensor entry. 2 nd set of door to be open via handle. Hand sanitizer to be around door for use before / after opening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	As per cleaning specification	<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	To be monitored by cleaning contractor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and CYP use	Extra tissues will be placed in each classroom	<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	To add plan / decide if it is to be used at all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it	Rota to be used and cleaning thoroughly between uses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shared Resources				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	Extra resources to be ordered so that no personal items from home are required and no resources will cross between classes where possible. I.e stationary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently	See cleaning specification provided by Sewells, additional class based disinfectants and cloths will be available for regular cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books		<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	Each classroom has staff laptop in place. Can be wiped down. iPads to be given to specific groups for permanent use during this period. Key worker group to have named laptop / chrome book	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible	In line with Government guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work	Staff availability checked and discussed on an individual basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site	Staff availability checked and discussed on an individual basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including	Staff availability checked and discussed on an individual basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

those who are pregnant, they can attend their education or childcare setting				
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued	Staff availability checked and discussed on an individual basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Signage reminders to be placed around premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately	As per cleanliness guidance. Signage to aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance	COVID-19: guidance for households with possible coronavirus infection guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP 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 CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	Room near office entrance to be used as isolation / collection point	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	To be cleaned if used for this situation. Signage to note this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	As per government guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people	Only chair to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation	As per Government guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms, in the case a CYP has a sibling in school and one develops symptoms, all related members of the family to be sent home for isolation / testing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)			
Inadequate Hand Washing/Personal Hygiene				
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean	Signage to be placed around premises to promote objective. Staff to remind CYP on a regular basis to wash hands before labelled activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p> <p>Sewells to source additional signage throughout premise to promote.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning Signage to be places are wash basins to encourage correct cleaning of hands.	<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 because in normal circumstances CYP should not be using alcohol based hand cleansers	Each class will have hand sanitizer to be used if soap and hot water are not available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	Individual toilets and sinks to be allocated to each bubble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to use appropriate hand moisturisers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	offsite due to allergy risk			
Inadequate Personal Protection & PPE				
PPE will need to be worn by a member of staff if a CYP 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 CYP 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	Adequate supply of PPE has been ordered to ensure correct PPE can be worn should situation arise. On 1st June staff training will take place re PPE usage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely		<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 Risk assessments received from Sewells & Caterlink.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				

Ventilate spaces with outdoor air	Each classroom has external door which can be opened for ventilation / Windows in class can be opened for ventilation also.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)	Windows in class can be opened for ventilation also.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)	Fire posts to have updated signage, with social distancing. Practice fire drill to take place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details	Yes, provided by Gough and Kelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Activities				
CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations	This will be supported by staff and signage throughout premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts	CYP & adults to carry out cleaning of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SENCO to work one to one with individual children for intervention	Social distancing to take place through	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	working in the kitchen area maintaining other aspects of social distancing / hygiene			
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 type="checkbox"/>	No <input checked="" type="checkbox"/>	
ACTION PLAN (insert additional rows if required)		To be actioned by		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Date	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):		Signature(s):		
Position(s):				
Date:		Review Date:		
Distribution:				

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