

| Activity/ Situation | WIDER OPENING OF SCHOOL | | | |
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| Location | SUNNYSIDE ACADEMY | | | |
| Persons at Risk | Pupils <input checked="" type="checkbox"/> | Employees <input checked="" type="checkbox"/> | Visitors <input checked="" type="checkbox"/> | Contractors <input checked="" type="checkbox"/> |
| HAZARD(S) | <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 | SOME RESTRICTIONS | NO |
| <p>It is proposed that Sunnyside Academy undertakes a full return for ALL pupils from THURSDAY 3RD SEPTEMBER . New Nursery starters will commence from October 5th allowing for gradual admissions over 4 weeks.</p> <p>There will be two PD Days on Tuesday 1st and Wednesday 2nd September to allow for the preparation of classrooms. Additional cleaning will be undertaken on Friday 28th August.</p> <p>We will continue to monitor, daily, the R ratings both locally and nationally to inform the decisions that we make and the possible risks to the school community.</p> <p>This is a working document and must be reviewed and evaluated on a daily basis by all staff and stakeholders to ensure that safe working arrangements are adhered to and improved where necessary. This document has been consulted on with the following representation:</p> <p>CH – DHT SP – ABM MP – Site Supervisor PR – UNISON representative/specialist Teaching Assistant BR – AHT & SENCO EE – EYFS Leader</p> <p>It is expected that the guidance and protocols outlined in this document and other linked documents are adhered to by all staff and that any issues are quickly identified and reported to senior leadership to inform further provision.</p> | | | | |
| Social Distancing Measures | | | | |
| Staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to. | Early Years Foundation Stage | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <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> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Classes (“bubbles”) with a maximum of 30 pupils per class and desks facing the front of the classroom, pupils side by side</p> <p>Arrangements in EYFS areas: Cleaning will take place in an area before other children then use that area, small groupings is permitted</p> | <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <p>The number of children who use the toilet facilities at any one time are limited to ensure they do not become over crowded. Toilets can be used by mixed groups.</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>The same class of children use the same classroom or area throughout the day</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Pupils are seated at the same desk each day where possible and applicable</p> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <p>Children in that class “bubble” have minimal interaction with other people and groups over the school day.</p> <p>If staff are ill or absent replacement staff may be required. Adults are able to move from group to group over the day, maintaining good hygiene routines</p> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <p>There will be no assemblies or large gatherings until Government guidance allows</p> | | | <input type="checkbox"/> | |

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| <p>There will be no staff briefings in the staff room for the first 2 weeks – information will be shared via Email or computer screen message</p> <p>Then 1 staff member will represent class/bubble and feedback information to their team members</p> | | | | |
| <p>Breakfast club will run every morning from 8-8.30 with tables set out for distanced activities. Large hall can also be used. Children sent to classes at 8.30 to allow transported children in for breakfast on arrival.</p> | | | <input type="checkbox"/> | |
| <p>For specialist teaching, children from another group can be mixed (ie, phonic streaming)</p> <p>Good hygiene measures must be in place to support this.</p> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <p>Staff positioning – standing behind pupils, working from above pupils, staff walk with some distance from children (this may be limited when supporting pupils with SEND)</p> <p>Staff teach from the front of the class, maintaining some distance (recommended 2m)</p> <p>Minimise face to face time, spent within 1 metre of an adult or child</p> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p> <p>This is more complex with younger pupils and those with SEND</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Consideration given to which lessons or classroom activities could take place outdoors</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>Reduce movement of adults/children around the school or building</p> <p>Groups to wait if another group or a child being "guided" by an adult is traveling along that corridor</p> <p>Gates are closed between Nurs and Reception, crossing boundaries is not permitted</p> | | ☒ | ☒ | ☐ |
| <p>Staff meetings will be replaced by team meetings every Wednesday through September from 3.30-4.30</p> <p>Meetings to take place in designated areas to allow cleaning:</p> <p>KS2 – COZY area bottom of stairs</p> <p>KS1 – OLD COZY between Y1 & Y1/2</p> <p>EYFS – Nursery kitchen</p> <p>HNB – ICT Suite</p> <p>Leadership meetings each Monday will take place from 3.30 - 4.30 in the large meeting room</p> | | | | |
| <p>Same groups of children to be together at staggered lunch break and staggered play times in different areas and not mix with other groups</p> | | ☒ | ☐ | ☐ |
| <p>Hot lunches and salad bar will run every day, regular cleaning of tables</p> <p>11.35 – REC</p> <p>11.45 – Year 1</p> <p>11.50 – Year 2</p> <p>12.00 – HNB & those needing time to eat</p> <p>Y3, Y4, Y5 Y6 in same order for half a term, then review</p> | <p>Children should clean their hands beforehand</p> <p>Dining tables to be cleaned between use</p> <p>Reduced numbers of pupils lining up in the hall</p> <p>Half termly rota HNB/Y3 first all Autumn 1</p> | ☒ | ☐ | ☐ |
| <p>Drop-off times extended; doors open at 8.30 – 9.00 to allow a slower flow into classes</p> | | ☒ | ☐ | ☐ |

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| <p>Staggered collection times: EYFS/KS1 3.00-3.10pm KS2 – 3.10-3.20pm</p> <p>Designated entry/exit doors</p> <p>Letter to be sent to parents to explain the organisation of drop off and collection times</p> | | | | |
| <p>Parents told that if they are dropping off or collecting then only one parent should come on the yard</p> <p>Social distancing must be maintained on the yard – coned areas to demarcate waiting points</p> <p>No parents are allowed in school unless by prior appointment/arrangement</p> | <p>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</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> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>External entrances to classrooms are used where practical</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Multiple groups do not use play equipment simultaneously</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Office seating is adequately distanced and ventilated</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Numbers of staff using Staff Room are monitored & limited</p> <p>Consider the use of other communal kitchen areas (HNB, VI , classrooms used</p> <p>Regular handwashing and hygiene</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Access to First Aid needs to be in place in each Key Stage area</p> | | | <input type="checkbox"/> | |
| <p>Travel to and from School</p> | | | | |
| <p>Staff, parents and pupils must follow the government guidance</p> | <p>Coronavirus (COVID-19): safer travel</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| on how to travel safely, when planning their travel, particularly if public transport is required | guidance for passengers | | | |
| <p>Liaise closely with transport providers of those with SEND that hygiene and routines are established on safe travel. Any Government recommendations on the wearing of PPE is followed.</p> <p>Hands must be washed on entering the building and leaving the building for transport</p> <p>Transport is provided from different authorities so some children in bubbles will be from different transport. Hand washing on entry to school is crucial. Vigilance of any possible COVID symptoms must be upheld.</p> | | x | | |
| Inadequate Cleaning | | | | |
| Discuss with cleaning contractors and staff the additional cleaning requirements and agree any additional hours to allow for this | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Surfaces that are touched, such as toys, books, desks, chairs, doors, sinks, toilets are cleaned more regularly than normal Reading books can be sent home | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Regular sanitizing of shared toilets after break and lunch times | | | <input type="checkbox"/> | |
| Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bins for tissues and other rubbish are emptied throughout the day | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary</p> <p>Disposable gloves and aprons provided for adult use</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |




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| Disposable masks to support first aid or intimate care | | | | |
| Disposable tissues are available in each room for both staff and pupil use | | <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 – this will be evaluated and limited | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor play equipment cannot be used as sharing and cleaning of equipment across mixed groups increases risk. PE equipment can be used ensuring cleaning and rotation of equipment between group use. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appropriate cleaning materials will be provided for every classroom and stored centrally near the main large hall for easy access Nursery will be cleaned over lunch time to ensure that it is ready for a different set of children in the afternoon session | | | <input type="checkbox"/> | |
| Shared Resources | | | | |
| Shared materials and surfaces are cleaned and disinfected more frequently | | <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 wiped at the start and end of the day if used within the school day | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors Engaging with NHS Test and Trace Process | | | | |
| Children and staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>should have been advised to return to school as safety restrictions will be in place.</p> <p>Attendance will be monitored as ALL pupils are expected to attend school every day.</p> | | | | |
| <p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are expected to attend work – they should have received confirmation from NHS/GP</p> <p>Health care plans will need to be completed for identified staff and those who are over 60 or those in ethnic minority groups</p> <p>For those staff who are carers for those identified as clinically extremely vulnerable then they should be exempt for providing intimate care to those in school (including first aid)</p> | | ☒ | ☐ | ☐ |
| <p>If someone has tested positive for COVID school will contact health protection team</p> <p>The names of the adult or child should not be shared unless it is essential to protect others</p> <p>We are not required to request evidence of a negative test before admitting them back following a period of isolation</p> <p>If school has 2 or more confirmed cases in a 14 day period then we may have an outbreak. The local Health protection Team would advise the school on appropriate actions</p> | | | | |
| <p>Where a pupil is unable to attend because they are complying with clinical advice, school must offer access to remote learning and work packs to support learning. Absence would not be penalised</p> | | | | |
| <p>Staff with any underlying health issues such as asthma, diabetes</p> | | | x | |

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| <p>will require an up to date health care plan</p> <p>Staff who are pregnant are expected to follow the relevant guidance and advice for vulnerable people. A risk assessment must also be completed.</p> <p>Staff taking a holiday abroad over the summer holidays may be required to quarantine for 14 days on their return, depending upon the updated guidance. This may impact upon working arrangements for the beginning of the Autumn term. Staff must inform the HT of any issues so that any adjustments can be considered for the staff member and the class that they support.</p> <p>It is expected that all staff should return in September</p> | | | | |
| <p>Volunteers are allowed in school. They must be properly supervised and must follow the 2m rule of distancing and adhere to the risk assessment requirements</p> | | | | |
| <p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p> | <p>See Inadequate Personal Protection & PPE section of this risk assessment</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Pupils are expected to wear uniform. There are no requirements to wash clothing every day.</p> <p>Staff are expected to follow the requirements for clothing in the Academy Code of Conduct and adhere to health & safety guidance</p> | | | | |
| <p>Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Site User Becoming Unwell</p> | | | | |

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| <p>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 – isolation for 10 days, accessing a COVID test within 5 days</p> <p>Parents will be encouraged to access testing facility and engage with Track and Trace protocols</p> | <p>COVID-19: guidance for households with possible coronavirus infection guidance</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If a child is awaiting collection, they should be moved, to the small meeting room where they can be isolated behind a closed door, with appropriate adult supervision if required. The exit door should be opened for ventilation. PPE should be accessible.</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If the child needs to go to the toilet while waiting to be collected, they should use the toilet opposite. These facilities should then be cleaned and disinfected using standard cleaning products before being used by anyone else</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) PPE box in room</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>In an emergency, call 999 if the child/adult is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell | | | | |
| 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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff absence must be reported in the usual way by phone call to DHT/HT or ABM. A text message may be sent for those with hearing difficulties. It is important that the reason for absence is monitored so that any symptoms can be assessed in regards to COVID | | | | |
| 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 child 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 children 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 child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where the child or staff member tests positive, they should be sent home and advised to self-isolate for 14 days Advice from local public health will be sought | The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>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.</p> <p>The Local Authority will provide a temperature testing gun to check any temperature related symptoms</p> | <p>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 the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Inadequate Hand Washing/Personal Hygiene</p> | | | | |
| <p>Staff/children/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</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>The 'catch it, bin it, kill it' approach is promoted</p> | <p>CATCH IT  <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT  <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT  <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p style="text-align: right;"><small>NHS</small></p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Wash with liquid soap & water for a minimum of 20 seconds</p> | <p>Guidance on hand cleaning</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing.</p> <p>Alcohol based gel is provided for ADULTS only</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| specific allocation given to groups on which toilets and sinks to use and these will be regularly sanitised each day | | <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 offsite due to allergy risk | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Personal Protection & PPE | | | | |
| PPE will need to be worn by a member of staff if a child 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 child 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 | | <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 Microsoft Teams | | <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"/> |

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| 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Ventilation | | | | |
| Ventilate spaces with outdoor air | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure regular airing with windows & external doors | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keep toilet ventilation in operation as much as possible while building is occupied but be mindful of personal dignity | | <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 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 children to know the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes or muster points. There will be no routine tests for Lockdown Procedures due to social distancing restrictions. | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that emergency cut-off points for water, gas and electric are 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"/> |

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| <p>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</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| School Activities | | | | |
| <p>There will be no after school clubs for the month of September due to the restrictions of mixed bubbles. Consideration will be given to provision for classes rather than key stages</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Breakfast Club from 8am</p> <p>Children and staff must wash hands on entry and before food consumption</p> <p>Children must sit apart at the tables to eat food</p> <p>Promote social distancing during activities</p> <p>Pupils must go to their designated classroom areas at 8.30 each day. Staff must be in the classroom areas to receive them.</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>What is the level of risk for this activity/situation with existing control measures</p> | High <input type="checkbox"/> | | Med <input checked="" type="checkbox"/> | Low <input checked="" type="checkbox"/> |
| <p>Is the risk adequately controlled with existing control measures</p> | Yes <input checked="" type="checkbox"/> | | | No <input type="checkbox"/> |
| <p>Have you identified any further control measures needed to control the risk and recorded them in the action plan</p> | Yes <input checked="" type="checkbox"/> | | | No <input type="checkbox"/> |
| ACTION PLAN | | To be actioned by | | |
| <p style="text-align: center;">Further control measures to reduce risks <i>so far as is reasonably practicable</i></p> | | Name | Date | |

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| Create overview of playtime and lunchtime designated areas/spaces Lunchtime rota | CH/JS | To be finalised 10.7.20 |
| Inform catering of expected lunches | JS | 6.7.20 |
| PPE kits to be provided for each classroom and isolation room area (hand wash, gel, aprons, gloves, tissues, wipes and anti-bacterial spray, masks) | SP | 2/9/20 |
| Inform staff of who is working on site and who is working from home until further review. Copy of the risk assessment. Recovery plan and school use overview to be emailed to all staff & Governors | JS | 12.7.20 |
| Inform parents of return arrangements, dates, drop off/pick up, lunches, social distance, uniform, curriculum – letter from HT (parent pay/twitter/facebook, website) | HT | 12.7.20 |
| Staff health care plans to be completed for identified staff | HT,CH SP | 10.9.20 |
| 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): | J Sutton | Signature(s): |
| Position(s): | Headteacher | JP Sutton |
| Date: | 6.7.20 | 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