

WIDER OPENING OF JERRY CLAY ACADEMY



Activity/ Situation				
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<ul style="list-style-type: none"> ✗ Inappropriate Social Distancing Measures Not Followed ✗ Inappropriate 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
Inappropriate Social Distancing Measures Not Followed				
For the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	Within each Reception class bubble of 10 there will be 2 adults – 1:5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance All vulnerable children have been invited to attend. Our ECHP child has been already attending for the last 4 weeks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible.	DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	measures in education and childcare settings			
The number of children who use the cloakroom facilities at any one time are limited to 1 child to ensure there is no crossover.	Each bubble has been designated its own cloakroom and toilets. Adults within the setting will ensure that there is only 1 child at a time in these areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children use the same classroom or area of a setting throughout the day	Each bubble has been designated their own cloakroom & toilets block which will only be used by that bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated at the same desk each day if they attend on consecutive days	All children will be designated their own seat or carpet spot.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups	All staff will be strongly encouraged to stay within their own bubble during the phase in period. If they are to use the staff room during their lunch and another adult comes in they must keep 2 metres distance. Staff will use their mobile to communicate to HT should they have a child with symptoms or need anything.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are in the same small group 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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
First aid packs will be designated to each bubble. Should a bubble need assistance, they need to contact using a mobile if a member of SLT is not visible.	PPE must be worn for carrying out any first aid. The adult must carry this out with the side of their body to the child. Shown during staff training/ briefing session.	x		

Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	Signs are put up in every available are to remind children of this.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Should a child have a toileting accident, the adult must put on PPE and encourage the child to wipe themselves using wipes. If this is not possible the adult should assist and contact (using the walkie talkie) another adult to supervise.	<p>The adult supporting must stand with their side to the child at all times, wearing a full face mask, apron and gloves. The adult must never face the child at eye level.</p> <p>PPE packs have been made up for every bubble with an apron, gloves and face mask. Once finished, the items will be placed back in the pack and disposed of within a lidded bin.</p>	x		
Consideration given to which lessons or classroom activities could take place outdoors	Timetables have been set for each bubble with designated outdoor times.	<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	Children will be working in their classroom environment at all other times when not designated to be outside.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of children who use the toilet facilities at any one time are limited to 1 (where possible) to ensure they do not become crowded	Limited to 1 wherever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all children are not moving around the school at the same time	A timetable has been set for all bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Lunch breaks are staggered</p>	<p>Children & staff should clean their hands beforehand (for 20 seconds with soap and warm water) and have their packed lunch in the classroom. Children & staff should be kept apart as much as possible. Tables will be thoroughly cleaned afterwards by our designated lunchtime cleaner when the children leave for outdoor play. The cleaner will not come into contact with adults or children.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart</p>	<p>The corridor will be divided in half with cones, with a one</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>as they move through the setting where spaces are accessed by corridors</p>	<p>way system operating. Use of the corridor will be limited at all times and where possible the outdoor corridors should be used.</p>			
<p>Think about children 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)</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Drop-off and collection times staggered</p>	<p>All parents have been allocated a pick up slot and drop off. Parents must adhere to the drop off point. Any other parents arriving must wait at the red markers if there is already a parent at the drop off point. Guidance video has been issued to them.</p> <p>They will leave via the back of the academy and through the carpark to ensure a one way system.</p> <p>Children should be sat either at their seat or distanced spot at home time and the adult will call the child to go home. The collecting adult must not step beyond the designated collection point.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site Supervisor to ensure that no cars are moved during drop off or pick up times so that parents and children can safely leave the site</p>	<p>Site supervisor to demarcate a path across the carpark for their safe dismiss</p>	<p>x</p>		

<p>Parents told that if their children needs to be accompanied to the education, only one parent should attend</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>	<p>A video guide will be shared with parents prior to this starting so that everyone is very clear. There will</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	be a drop off point for each entrance. If a parent is dropping off, other parents must wait at the red markers until that parent moves on.			
Parents and children 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)	Staff are to wear gloves at the beginning of the day when welcoming the children into the setting. These will be removed and disposed into the lidded bins after all children have arrived.	<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)	HT will be at the entrance (with a walkie talkie) observing social distancing rules are followed. Site Supervisor will be at the entrance of the carpark observing social distancing rules are carried out by all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	All bubbles have a designated entrance which will be used wherever possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously	Equipment will be designated to bubbles. Disinfectant wipes will be used at the end of each play period and all equipment needs to be wiped down. Staff members who are using disinfectant spray must use this ONLY when the children are not in this area. Gloves must be used at all times when using the spray Tables in the classroom must also be wiped down at the end of every play period. (Basket of cleaning equipment to be kept safely in the store cupboard of every classroom when not in use) Laptops and ipads need to be wiped down with an	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>electronic device wipe at the end of use- see pack for a copy of this.</p>			
<p>Reception groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p>	<p>Reception A, B & C all have their own designated classroom, sink for hand washing, toilet facilities and outdoor play time. These will be cleaned regularly and a cleaner will come into this space at lunch time every day (when no children and adults are in this space)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff working in the Office are adequately distanced, are on rota or are working from home</p>	<p>There will only be 1 member of the office team working in the office at any one time. All other members of staff will be working remotely from home.</p> <p>Visitors will stand behind the screen and Office staff member will stand at the 2 metre distance from this (there is a line demarcating this space)</p> <p>Toilets in the office area to be use by office staff only.</p> <p>If a contractor is working within the academy, they must be issued with our contractors guide and regulations document. There are gloves to use, should they need to register on our electronic system and a lidded bin once the gloves have been used)</p> <p>Registers should be left outside the office for collection of the office team.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Staff in the rest of the school to use the toilet on the kitchen corridor.</p>	<p>There will be antibacterial wipes in a plastic basket in this area. Please can these be used to ensure the area remains safe for all with gloves.</p> <p>All communal materials MUST be wiped down with an antibacterial spray, including microwave, dishwasher Disposable gloves to be worn during cleaning sessions.</p> <p>Our additional cleaner will ensure that this area is cleaned at the half</p>	<p>x</p>		
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	<p>day point as well as at the end of the day.</p> <p>-Taps and washing facilities will be regularly cleaned</p> <p>-Toilet flush and seats</p> <p>-Door handles and push plates</p>			
<p>Numbers of staff using Staff Room are limited to 3 people and the use of Staff Room is staggered to ensure social distancing is maintained</p>	<p>Ensure that the antibacterial spray is used should you have prepared any food on the surfaces. Staff to have individual crockery sets which must be placed in the dishwasher after use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inappropriate Social Distancing Measures Not Followed During Travel to and from School				
<p>Parents and children encouraged to walk or cycle to their education setting where possible</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, parents and children following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning				
<p>Discuss with cleaning contractors & academy cleaning staff the additional cleaning requirements and agree additional hours to allow for this</p>	<p>A cleaning schedule has been formulated by the Site Supervisor- see separate plan</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal</p>	<p>Each bubble will have their own disinfectant spray and blue disposable rolls. The surfaces and equipment will be wiped down at the end of each play session. The staff member will wear disposable gloves to carry this out.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use</p>	<p>The Site Supervisor will using a non touch/ non wipe disinfectant on all touch points.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<p>Bins for tissues and other rubbish are emptied throughout the day</p>	<p>The newly appointed cleaner will empty all of the lidded bins at lunch time and these will be changed again at the end of the afternoon session.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	All bins have lids in al bubbles.			
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	DR will check the supply periodically and reorder where needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and children 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	Disinfectant wipes used at the end of each play session to wipe down equipment by a member of staff at the end of the play session – staff member to use gloves too and this is to be safely disposed of.	<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 children using it	Outdoor equipment will be more limited than usual and staff will wipe down equipment used with disinfectant wipes at the end of the play sessions. Disposable gloves will be worn and disposed of at the end of the cleaning session.	<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				
Children advised to not bring personal items in from home as this will reduce possible spread of the virus	Book bags will remain at home. Children will be allocated a book to read in school and this will be kept in their personal belongings tray. Children will only bring packed lunches in if they choose to. These will be kept in a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	designated area in the porch entrance.			
Shared materials and surfaces are cleaned and disinfected more frequently	Every bubble will have their own allocated cleaning kit. Disposable gloves must be worn at all times during this process.	<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	Laptops disinfectant wipes (special electronic ones) to be used for these items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
Children 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		<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	See staff registers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If children or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting	The academy has made the decision to protect a member of staff whose wife is pregnant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<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	Signs placed all around the academy to remind everyone about this	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately		<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 the academy, they must be sent home and advised to follow the COVID-19: guidance for	COVID-19: guidance for households with possible coronavirus infection guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

households with possible coronavirus infection guidance				
If a child is awaiting collection, they should be moved, if possible, to the focus room (1) where they can be isolated behind a closed door with appropriate adult supervision. Ideally, a window should be opened for ventilation (roof windows).	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people, should the HT not be available via mobile. The HT will come with PPE on (face mask, apron and gloves) to collect the child and place in the isolated room. TS will call the office on the phone to contact the parent for collection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (next to the kitchen). The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 CYP)	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 child 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 child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell		<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		<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 academy if they are displaying any symptoms of coronavirus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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.</p>	<p>All staff and children who are attending the academy will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Parents will be told if a child has displayed COVID-19 symptoms so that they can make their own decision about their child.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the child or staff member tests negative, they can return to the academy and the fellow household members can end their self-isolation</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the child or staff member tests positive, the rest of their class or group within the academy should be sent home and advised to self-isolate for 14 days</p>	<p>The other household members of that wider class or group do not need to self-isolate unless the children or staff member they live with in that group subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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. The academy 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</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,</p>	<p>-Regular breaks will be allowed to ensure that staff are regularly washing their hands. This is why we have put 2 members of staff in every bubble.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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>				
<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></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> <p>The academy have a huge stock of soap and sanitiser for their regular replenishment.</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. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances children should not be using alcohol based hand cleansers</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Children should be given individual toilets and sinks for their bubble where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day</p>	<p>This needs to be done first thing in the morning, after breaks and after lunch at least</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands must be dried properly to prevent infection and drying out.</p>	<p>Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk</p>	<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 the academy 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

A PPE set will be designated to each bubble. Separate PPE packs have all been made up with gloves, goggles, face masks. These can be disposed of in the individual plastic containers once used.


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/ 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	If an essential contractor needs to come on site, they must be given our COVID contractors guidance and contact limited from the office.	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	All windows will be opened by the Site Supervisor first thing on a morning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air		<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 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)		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Activities				
Children 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	Children will have a designated spot on the floor to sit on, they will also have a designated space for Phonics and lunch time.	<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 children in one day, or properly cleaned between cohorts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks so far as is reasonably practicable	Name	Date		
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):	T Swinburne- EHT	Signature(s):	
Position(s):	D Rady- Site Supervisor D Barton – Health & Safety Advisor- NYCC		
Date:	18th May 2020	Review Date:	Ongoing

Distribution:

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

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

LIKELIHOOD