

## Coronavirus (COVID-19): risk assessment for reopening Pathfinder Schools in September

**Name of School: HEWORTH PRIMARY SCHOOL**

Assessment conducted by: Michael Carr/ Adrian Fletcher  Consulted with: Sam Willesden	Job title: Headteacher/ SBM    Recommend weekly until October Half Term or as guidance changes	Covered by this assessment:  Pupils, Staff, Parents, Volunteers, Visitors to school, Contractors  Date of next review: 11/09/20
Date of initial assessment: 07/07/2020	Review interval: Weekly	Date of next review: 11/09/20

**For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).**

**Schools must ensure this risk assessment reflects local arrangements within their context.**

Activity/ Situation	Full reopening of school – September 2020					
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	Parents ☒	Volunteers ☒
Hazard(s)	<ul style="list-style-type: none"> <li>✗ Awareness of policies and procedures</li> <li>✗ Social distancing measures not followed</li> <li>✗ Social Distancing Measures Not Followed During Travel to and from School</li> <li>✗ Inadequate Cleaning</li> <li>✗ Shared Resources</li> <li>✗ Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</li> <li>✗ Site User Becoming Unwell</li> <li>✗ Site User Developing Symptoms</li> <li>✗ Inadequate Hand Washing/Personal Hygiene</li> <li>✗ Inadequate Personal Protection &amp; PPE</li> <li>✗ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✗ Inadequate Ventilation</li> <li>✗ Fire and Intruder Alarms and Emergencies, Including Lockdown</li> <li>✗ School Activities</li> </ul>					

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	High (H)	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	Medium (M)	Medium (M)	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	Medium (M)	Low (L)	Low (L)

Risk Rating	Guidance and Trust control measures control measures	How has the control measure been implemented	In place (Yes/No/ Outstanding) If outstanding add to action plan	Risk Rating following Action
Prevention				
H	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> <li>● Ensure nobody comes into school who displays Covid-19 symptoms or has tested positive in the last 7 days</li> <li>● Anybody who develops symptoms to be sent home as soon as practicably possible.</li> <li>● Creation of an appropriate, ventilated isolation room (and toilet to be made available) whilst child is collected</li> <li>● PPE to be available for all staff caring for a child displaying symptoms (Gloves, face shield, apron)</li> <li>● Ensuring anyone who has made contact with somebody displaying symptoms washes their hands thoroughly with soap and water for 20 seconds</li> </ul>	<ul style="list-style-type: none"> <li>● Continuation of existing protocols. Reinforce communications with parents.</li> <li>● If any children are displaying symptoms they should be taken outside to the area at the front of the school under the tree to await collection.</li> <li>● If a child with symptoms needs to use the toilet it will be the downstairs staff toilet which will be cleaned immediately afterwards.</li> <li>● PPE will continue to be available as at present.</li> <li>● Wash facilities maintained using current measures: +stock maintained by office staff +additional cleaning rota +pedal bins and contamination/waste disposal protocol continued.</li> <li>●</li> </ul>	YES	L
H	<p>Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> <li>● Hand wash or sanitiser stations to be available to all personnel in school including when they arrive at</li> </ul>	<ul style="list-style-type: none"> <li>● <a href="#">Guidance on hand cleaning</a></li> </ul>	O/S - take new pupils through routines.	L

	<p>school, when they return from breaks, when they change rooms and before and after eating</p> <ul style="list-style-type: none"> <li>● Supervision of hand sanitiser use given risks of ingestion particularly with small children. Skin friendly wipes can be used as an alternative</li> <li>● Handwashing must be for a minimum of 20 seconds with soap and water</li> <li>● School must Build hand washing routines into school culture</li> </ul>	<ul style="list-style-type: none"> <li>● Mobile hand wash stations with soap and disposable hand towels are available at used entrances.</li> <li>● Children will not be given access to alcohol based cleaners</li> <li>● Teachers to reinforce current handwashing protocols with children and in communications with parents.</li> </ul>	Shared protocol with parents and new starter families.	
H	<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> <li>● Provision of tissues and lidded bins</li> <li>● Supporting younger children or those with complex needs to understand that this is now part of how school operates</li> <li>● If necessary individual risk assessments will need to be carried out for children who spit or use saliva as a sensory stimulant</li> <li>● Face coverings not to be promoted within school as staff and children will be mixing in consistent groups</li> </ul>	<ul style="list-style-type: none"> <li>● continue providing towel/tissue supplies in toilets and classrooms</li> <li>● provide lidded pedal bins for classrooms</li> <li>● empty bins at several points during the day</li> <li>● update any personal risk assessments for High risk pupils</li> </ul>	RA written for specific child in Y1.	L
	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <ul style="list-style-type: none"> <li>● Creation of a cleaning schedule that ensures cleaning is generally enhanced and carried out in line the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> (due to be updated by the end of the summer term)</li> <li>● More frequent cleaning of rooms/ shared areas that are used by different groups</li> </ul>	<p>Please add cleaning schedule as an appendix to this RA</p> <p>YES in place</p> <p>11am-1pm clean, 3-6pm clean Classroom cleaning stations. Teachers checklist with cleaning routines and tasks. In line with current arrangements</p>	<p>Yes.</p> <p>Cleaning schedules sent by the MAT and have been passed to the cleaning staff</p>	L

	<ul style="list-style-type: none"> <li>frequently touched surfaces being cleaned more often than normal</li> <li>different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> </ul>			
H	<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> <li>Creation of the smallest size bubbles that will allow all children to return to school</li> <li>All bubbles must operate in isolation from other bubbles</li> <li>Limit the use of all shared and social spaces between bubbles</li> <li>Where larger bubbles exist (more than one standard size class) the focus must be on other control measures i.e. cleaning, respiratory hygiene, hand washing, minimising contact with anybody who is symptomatic</li> <li>Encouragement of social distancing where the age of the group allows. Younger children are not expected to socially distance</li> <li>Where staff need to move between groups they should try to keep their distance from children and staff, ideally 2 metres. Where this is not possible with younger children the member of staff should be risk assessed individually (using the trust RA process)</li> </ul>	<ul style="list-style-type: none"> <li>Bubble allocation numbers: Class 1 &amp; 2 bubble (60) Class 3,4 and 5 bubble (80)</li> <li>Bubbles taught in separate classes. Arrival, departure, playtimes and lunchtimes to be staggered.</li> <li>Markings to remain on site to guide pupils. Hygiene/social distancing updates for pupils each day.</li> <li>Staff and parents to be fully briefed with headline requirements w/e 10/07 and details w/e 17/07..</li> </ul>	Yes	L
	Measures within the classroom	<ul style="list-style-type: none"> <li>Where possible, to fit a whole class in, a 2m zone will be marked off for the teacher to teach from.</li> </ul>	Yes	L

	<ul style="list-style-type: none"> <li>● Where the age of the group allows staff should work from the front of the classroom ideally at a distance of 2m from children</li> <li>● Where 2m distancing is not appropriate adults should minimise the time spent with 1m of anyone and try to avoid all face to face contact</li> <li>● All staff working with children with complex needs who need some contact will need to be individually risk assessed, there educational care and support should continue as normal</li> <li>● Classrooms to be set up with children forward facing, they can be sat next to each other.</li> <li>● All large gathering to be avoided such as assemblies and collective worship</li> <li>● Timetabling should avoid students and staff using corridors, entrances and exits at the same time as another group (Also consider the amount of time needed for cleaning between each group)</li> <li>● Timetabling to allow for minimal mixing of groups – lunches and breaks may need to be staggered</li> </ul>	<ul style="list-style-type: none"> <li>● teachers to be briefed on protocol, this is to be explained to children.</li> <li>● rooms will be set up in this style wherever possible. (Classes 3/4/5). Classes 1 and 2 will be set up in table format</li> <li>● No whole school assemblies.</li> <li>● Classes to stay in their rooms except for PE which is timetabled.</li> <li>● Lunchtime and playtimes will be staggered to avoid any contact between bubbles.</li> <li>● <b>No hot meals will be available - packed lunches will be eaten in the classroom either provided from home or by ISS.</b></li> <li>● <b>MSA's will supervise their own bubble both for eating lunch and outside lunchtime activities.</b></li> </ul>	<p>Areas all marked out in classrooms</p> <p>Shared lunch arrangements with staff and ISS staff.</p>	<p>L M (KS1)</p>
H	<p>Staff shared areas</p> <ul style="list-style-type: none"> <li>● Staff room use should be minimised as far as reasonable possible, whilst ensuring staff have a reasonable break</li> <li>● Shared items such as microwaves and kettles need to be regularly cleaned particularly between a crossover of staff from different groups</li> <li>● Soft furnished chairs should be allocated to individual groups or replaced with plastic chairs – Staff from different groups should try to remain 2m apart</li> <li>● Office staff should try to operate to 2m distancing</li> </ul>	<ul style="list-style-type: none"> <li>● Maximum of 3 people to continued to access staff room at any one time. No “communal” food to be allowed in the staffroom. Staff to wash their own cups and keep them with them at all times –</li> <li>● Numbers in the staffroom will naturally be limited due to staggered breaks and lunches. Alternative tea/coffee stations set up around school. <ul style="list-style-type: none"> <li>+ Teachers eat in the classroom or staff room/library or outside.</li> </ul> </li> <li>● Due to limited space in the school office, wherever possible one member of the office team will continue to work from home.</li> </ul>	<p>Yes</p>	<p>L</p>

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H	<p>Measures for arriving at and leaving school</p> <ul style="list-style-type: none"> <li>• Where the building allows arrangements should be made to avoid bringing groups together at the start and end of the day</li> <li>• Where this is not possible a staggered start and finish time may be necessary</li> <li>• Where children or adults use face coverings to travel to school they must be secured in a plastic bag and taken home</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered start and finish times:  KS1 arrival between 08:30 and 08:40  KS2 arrival between 08:45 and 08:55   KS1 departure 3pm  KS2 departure 3:15pm</li> <li>• Parents will be asked to use marking on playground at 1m distance when collecting.</li> </ul>	YES	L
H	<p>Non-school staff</p> <ul style="list-style-type: none"> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>• Contractors visits should ideally be arranged outside of school hours, where this can't happen contractors should be made aware of the restrictions of movement in school and comply with 2m distancing</li> <li>• Peripatetic staff can be used but they must comply with the schools control measures and ensure 2m distancing. In the case of tuition careful consideration must be given to the space being used – small rooms with poor ventilation must be avoided. <b>All instruments bar wind can be resumed, a decision on group lessons is TBC</b></li> <li>• Volunteers may be used within consistent bubbles whilst adhering to 2m distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Music lessons will be held in the hall to allow 2m rule to be adhered to.</li> <li>• Attempt to use the same supply teachers wherever possible.</li> <li>• Contractors visits to be by appointment only and where possible out of school hours.</li> <li>• No volunteers permitted in school until October at the earliest. Exception - one volunteer doing a TA training course who will only work at Heworth.</li> <li>• Office staff to be briefed on this new requirement to record the location of visitors.</li> </ul>	Yes	L

	<ul style="list-style-type: none"> <li>● A record of all visitors to school must be maintained which includes their location and if necessary which group they have worked with.</li> </ul>			
H	<p>Resources</p> <ul style="list-style-type: none"> <li>● Staff and children to have individual frequently used items such as pens and pencils – These should not be shared</li> <li>● Classroom resources such as book and games can be shared with a bubble but must not be moved between bubbles</li> <li>● Some resources can be shared such as sports, art or science equipment. These will need to be cleaned between bubbles or left in “quarantine” for 48 hours (72 hours for plastics)</li> <li>● Soft items such as cuddly toys, Rugs, fabrics, soft furnished chairs etc should remain out of use due to their difficulty in cleaning</li> <li>● The use of hard to clean items such as play doh and sand pits are discouraged</li> <li>● Outdoor play equipment can be used but must be cleaned in between bubbles and hand washing in place before and after use.</li> <li>● Pupils should be asked to bring in the minimum amount of equipment required for the day – such as lunch, coats, books and stationary. Bags are permitted.</li> <li>● Resources, such as books, can move between home and school but on a limited rotation and only when essential to education and development.</li> </ul>	<ul style="list-style-type: none"> <li>● Children will continue to have individual pencil cases and personal equipment.</li> <li>● Children only bring a minimum amount of equipment into school.</li> <li>● Cleaning kits in class for wiping equipment.</li> <li>● Outdoor equipment only to be used by one bubble.</li> <li>● Any shared teacher equipment such as laptops to be cleaned between use by different people.</li> <li>● Books will be in classrooms but will not be moved out of bubbles and if taken home will be subject to 72 quarantine before being recirculated.</li> <li>● Any dressing up clothes used in Reception to be washed on a weekly basis.</li> </ul>	Yes	L



	<ul style="list-style-type: none"> <li>• Where staff share resources i.e. laptops they must be cleaned in between uses</li> <li>• School uniform does not require cleaning any more than normal and so schools should communicate with parents that uniform is expected from September.</li> </ul>			
H	<p>Physical activity</p> <ul style="list-style-type: none"> <li>• Outdoor sports should be prioritised</li> <li>• Where outdoors spaces cannot be used large indoor spaces can be used.</li> </ul>	<ul style="list-style-type: none"> <li>• Timetabled PE sessions indoors and outdoors - all will be held outdoors if possible</li> </ul>	<p>Yes MC has provided timetable.</p>	L

	<ul style="list-style-type: none"> <li>● All contact sports must be avoided</li> <li>● Equipment must be thoroughly cleaned between groups</li> <li>● Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.</li> </ul>	<ul style="list-style-type: none"> <li>● cleaning kit to be available for wiping down equipment between bubbles though preference would be for no shared resources..</li> <li>● Until at least the end of September any after school Clubs to be run by school staff in their bubble. Position regarding outside providers to be reviewed in Autumn term</li> </ul>	Availability and protocols around use of Church Hall have been agreed.	
H	<p>Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>PPE is only needed in the following circumstances:</p> <ul style="list-style-type: none"> <li>● where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>● where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul>	<ul style="list-style-type: none"> <li>● Current arrangements will continue, all staff aware of protocols.</li> </ul>	Yes	L
H	<p>Responding to an infection</p> <ul style="list-style-type: none"> <li>● All children and staff in school advised not to attend if they are displaying symptoms. Anyone displaying symptoms to be sent home as soon as reasonably possible</li> <li>● Person displaying symptoms to <a href="#">book a test</a> using the online portal – Schools can support if parents have problems using the service.</li> <li>● 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</li> </ul>	<ul style="list-style-type: none"> <li>● Current protocol to continue.</li> <li>● Home testing kits when received will be stored securely in the office.</li> <li>● MAT flow chart to be displayed in HT office and school office</li> </ul>	Yes Printed MAT flow chart has been placed on the wall in the staff room	M

	<ul style="list-style-type: none"> <li>● The person display symptoms must self-isolate pending test results.</li> <li>● School to contact central team using <a href="mailto:covidnotification@pmat.academy">covidnotification@pmat.academy</a> regarding any potential cases</li> <li>● In the autumn terms schools will be provided with home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</li> <li>● Parents and staff will need to inform the school immediately of the test result.</li> <li>● If somebody tests negative and has no further symptoms they can stop self-isolating and return to school</li> <li>● if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> </ul>			
H	<p>Managing confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> <li>● School to contact central team using <a href="mailto:covidnotification@pmat.academy">covidnotification@pmat.academy</a> who will liaise with the local health protection team regarding the next steps</li> <li>● The school must work with the local health protection team providing all information requested. School</li> </ul>	<ul style="list-style-type: none"> <li>● Groupings lists to be shared and stored at the office. Including adults working in the bubble..</li> <li>● All staff to be reminded of procedures.</li> <li>● School will work with all appropriate agencies in the event of a confirmed case.</li> </ul>	Yes	L

	<p>should be able to easily provide the HPT with information of people within the group of the infected person and where appropriate of any additional groups.</p> <ul style="list-style-type: none"> <li>● The health protection team will provide definitive advice on who must be sent home, all schools must follow this advice</li> <li>● A template letter will be provided from the HPT to send to parents and staff if required. Confidentiality must be maintained of the names of those with infection not shared.</li> <li>● Household members of anybody sent home do not need to isolate unless they develop symptoms in which case they should follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>.</li> <li>● Schools do not need to request evidence of negative tests</li> </ul>			
H	<p>Use of dedicated school transport</p> <ul style="list-style-type: none"> <li>● Where possible children will be grouped together on transport reflecting the bubbles they are in. Where this is not possible the school must maintain records of the separate bubbles the children are operating within.</li> <li>● Hand sanitiser must be used on boarding and disembarking</li> <li>● Vehicles will need to be cleaned frequently</li> <li>● Queues to be organised for boarding</li> <li>● For children aged 11 and over face coverings may be recommended if others from outside their bubble are on the same transport</li> </ul>	<ul style="list-style-type: none"> <li>● No dedicated school transport for pupils.</li> <li>● Minimal use of public transport by pupils, parents and staff.</li> <li>● No off-site activities requiring coach travel will be undertaken for the foreseeable future.</li> </ul>	Y	L

	<p>Use of public transport</p> <ul style="list-style-type: none"> <li>● Schools should try to facilitate timetables to keep travel at peak times to an absolute minimum</li> <li>● Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible.</li> <li>● Families using public transport should be advised to refer to the <a href="#">safer travel guidance for passengers</a>.</li> <li>● The government recognises the significant disruption faced by public transport providers and is working with local authorities to establish local solutions.</li> </ul>			
	<p>Shielding, clinically vulnerable or comparatively increased risk children</p> <ul style="list-style-type: none"> <li>● All shielding advice will pause on August 1<sup>st</sup> and therefore all children, even those who are vulnerable, can return to school</li> <li>● some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). In these cases individual risk assessments will need to be carried out.</li> <li>● If parents of pupils with significant risk factors (Clinically Vulnerable, BAME, Obesity and diabetes) are concerned, schools should discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should look to identify those who may be reluctant to return.</li> </ul>	<ul style="list-style-type: none"> <li>● No families are currently shielding</li> </ul>		

H	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <ul style="list-style-type: none"> <li>● Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now able to return to work from 1 August as long as they maintain social distancing.</li> <li>● Where social distancing is still recommended staff should be able to work remotely or in a position where social distancing can be maintained</li> <li>● Where all safety precautions are adhered to within the RA clinically vulnerable staff including pregnant woman can continue to work.</li> <li>● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>● Where staff may be at comparatively increased risk from coronavirus (BAME, Obesity and diabetes) they should be given the opportunity to discuss their concerns with the Headteacher/HR. Where additional measures can be put in place the school should work to accommodate these.</li> </ul>	<ul style="list-style-type: none"> <li>● The 2 staff who are currently not working due to shielding are to be contacted to ascertain their likely situation in September bearing in mind the new guidelines.</li> <li>● Depending on response, specific social distancing measures to be considered via Risk Assessments.</li> <li>● The 1 staff member who is currently not working due to living with someone who is extremely vulnerable to be contacted to ascertain their likely situation in September bearing in mind the new guidelines.</li> </ul>	<p>Yes</p> <p>All staff will be returning to school in September</p>	L
H	<p>Deployment of control measures</p> <ul style="list-style-type: none"> <li>● Schools should arrange sufficient time to train staff in the new ways of working with school</li> <li>● Parents should receive communication from the school to outline the expectations required from them and how the school day will be different for their child</li> </ul>	<ul style="list-style-type: none"> <li>● Staff and parental updates to be provided this week covering main points with more detail being sent next week.</li> <li>● Final detailed information to be sent late August via usual communication channels.</li> </ul>		L

		<ul style="list-style-type: none"> <li>● Final staff communication to take place on training day 7 September.</li> </ul>		
H	<p>Estates</p> <ul style="list-style-type: none"> <li>● School must check that it is building compliant before reopening, in particular ensuring that all water hygiene checks have been reported as safe</li> <li>● Ventilation – Air conditioning units can be used but only where the feed is a fresh air supply and not recirculate air</li> <li>● All windows should remain open when a classroom/office is in use</li> </ul>	<ul style="list-style-type: none"> <li>● Building has been subject to all statutory checks whilst in partial opening and this will continue throughout the summer break.</li> <li>● Classroom checklist has been shared with staff at briefings which includes window and door check.</li> </ul>	Yes	L
H	<p>Extra-curricular provision</p> <ul style="list-style-type: none"> <li>● Breakfast and after school clubs can be operated. Children must be pre booked and there will be no provision for drop ins/ late bookings.</li> <li>● School must keep accurate records of the secondary bubble of any child</li> <li>● Where possible clubs will try to accommodate separation for existing bubbles</li> <li>● Club group sizes will need to be consistent with the maximum bubble size permitted within the school.</li> <li>● Risk assessments must be carried out for out of school provision – Schools should use the guidance <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>● Parents should be advised to limit their use of wrap around providers and only use when essential.</li> <li>● If parents use non school based childcare they should inform the school so they can keep records of additional mixing – <b>Families should be encouraged to</b></li> </ul>	<ul style="list-style-type: none"> <li>● Bookings to be made by Wednesday of the week prior. <b>Start second week back</b></li> <li>● Breakfast/ After School club register to note Year group bubble.</li> <li>● Risk Assessment to be completed for Breakfast/After School clubs.</li> <li>● Cleaning of the hall used by Breakfast club to be undertaken by club staff prior to use by any other bubble.</li> <li>● Parents to be asked to share details of non school based childcare and encouraged to keep these occurrences to a minimum.</li> </ul>	Yes	L





	<p>routes. Repeat as necessary with new starters (staff/young people)</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• If there is a 24-hour monitoring system in place for alarms (fire &amp;/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details</li> </ul>			
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<b>ACTION PLAN</b> (insert additional rows if required)		<b>TO BE ACTIONED BY</b>			<b>ACTION COMPLETE</b>	
Further control measures identified to reduce risks so far as is reasonably practicable		<b>POSITION</b>	<b>NAME</b>	<b>DATE</b>	<b>SIGNATURE</b>	<b>DATE</b>
1	Contact 3 x clinically vulnerable staff.	MC	Head	20/07/20	<i>M Carr</i>	<i>10/07/20 - all staff will return to school with appropriate risk mitigation in place.</i>

2	Complete classroom set up in readiness for September. Including taping off teacher's areas.	MC	Head	20/07/20	<i>M Carr</i>	<i>01/09/20</i>
3	Complete RA for EHCP child in Y1	MC/DA	Head/Senco	20/007/20	<i>M Carr</i>	<i>01/09/20</i>
4	Complete marking out of safe spaces for parents in playground including adding extra markings where appropriate	MC	Head	17/07/20	<i>M Carr</i>	<i>01/09/20</i>
5	Complete communications with parents and staff.	MC	Head	17/07/20	<i>M Carr</i>	<i>01/09/20</i>
6	Liaise with Church re protocol for use of Church Hall.	MC	Head	20/07/20	<i>M Carr</i>	<i>01/09/20</i>

○ **COMMENTS AND INFORMATION**

(Use this section to record how the risk assessment has been communicated and any other comments and information)

Review date	Are there any changes to the activity since the last assessment? Clarify that all the controls are in place and monitored on a regular basis	Name and signature of reviewer	Next review date
01/09/20	<i>Various changes to the risk assessment in the fact that works have been completed over the summer break and have been checked on 01/09/20</i>	<i>M Wells</i>	<i>11/09/20</i>