

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC FROM 8 th MARCH			
Location	CARR LODGE ACADEMY			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation ✗ Arrangements for Boarding Schools During Pandemic 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>				
<p>From 8 March, all pupils should attend school. Secondary pupils will be offered testing from 8 March</p>				
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>				
<p>Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</p>	<p>See CLA March 2021 Organisational Plan for Details</p> <ul style="list-style-type: none"> - Pupils are all within class size bubbles - Staff remain with the same bubble of children where possible, - Lunch staff are linked to a max of two bubbles however full PPE is worn and this is in a much larger 	☒	☐	☐

	<p><i>space of the hall and playground.</i></p> <p><i>Staff Briefings take place over Microsoft Teams- no face to face training or meetings are taking place.</i></p>			
<p>The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p> <p>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p>	<p><i>A spreadsheet of classes is being used to record contact of staff and pupils alongside the Vulnerable and Critical worker register.</i></p> <p><i>Staff are not used in more than one class wherever possible. PPA staff who are needed to cover classes is managed through PPE and additional cleaning measures. PPA is also blocked into a day per fortnight for staff to reduce the number of bubbles a HLTA is in within one week. Staff links with each bubble is outlined within the organisational plan. This is being recorded in this document should we require the information for track and trace.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Distinct groups or 'bubbles' that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible</p>	<p><i>All bubbles have a maximum capacity outlined in the Organisational Plan. This is based on the capacity of space and staffing we have.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).</p> <p>Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within</p>	<p><i>All bubbles have a maximum capacity outlined in the Organisational Plan. This is based on the capacity of space and staffing we have in school. There are also individual needs within each class which may affect how appropriate a bubble size is.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and around school, you can look to implement year group sized 'bubbles'				
<p>Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups</p>	<p><i>EYFS pupils work within their own classrooms. The two reception classes have a timetables slot within the shared area and it is cleaned in between sessions. Each class have their own playground space.</i></p> <p><i>KS1 and KS2 have spaced their tables into forward facing rows- children to work in pairs so they can collaborate on their learning. Staff follow social distancing and wear a mask or visor when moving round the room.</i></p> <p><i>The organisation plan includes timings for the following:</i></p> <ul style="list-style-type: none"> <i>• Start and end of the school day</i> <i>• Break times</i> <i>• Lunch times</i> <p><i>Lunchtimes have one year group bubble (max of 60 pupils) in the hall at any one time.</i></p> <p><i>Each bubble has their own playground zone outside.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible</p>	<p><i>Each class undertakes all lessons in their bubbles designated rooms. Each class has an allocated space for break times and lunchtimes to reduce contact with other groups within the organisational plan.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group</p>	<p><i>Pupils are kept within class</i></p> <p><i>Groups as much as is practicably possible.</i></p> <p><i>Children are instructed to wash and sanitise on entering and leaving the class room and after using the toilet, before eating.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport</p>	<p><i>Kingfisher Childcare has operated from the hall since September to allow for more space for pupils and staff. Pupils from each bubble have their own zone within the hall. Numbers are kept at a maximum of 30 pupils.</i></p> <p><i>Lunch time- pupils remain in their bubbles at lunchtimes and have their own playground zone.</i></p> <p><i>See Organisational plan.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Siblings may be in different groups</p>	<p><i>Siblings are based in their own year group classes across the academy.</i></p> <p><i>Siblings are identified on SIMS- in the case of a positive case letters are sent to:</i></p> <ul style="list-style-type: none"> <i>a) The class where the bubble is closed- informing them of the period of isolation</i> <i>b) Every class informing them a bubble is closed and if their child shows symptoms they should isolate.</i> <p><i>We do not expect siblings to isolate if their bubble has not closed even if their sibling's bubble has</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>closed unless their sibling shows symptoms</i>			
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	<p><i>This is done as rarely as possible but staff wear a face covering when this is the case,</i></p> <p>Sports coaches teach across bubbles but do this socially distanced and remain outside on the playground- they must not enter the classroom bubble itself. Some lunch staff have 2 bubbles- they ensure they are wearing a mask at all times and only come into contact with pupils in much larger spaces- the hall and playground.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	<p><i>Staff would only cross bubbles in an absolute emergency during lockdown. PPE is provided for these staff if they choose to wear it and personal hygiene procedures must be followed before entering another class. Staff space has been allocated in each classroom to allow for social distancing.</i></p> <p><i>We will continue to operate from 2 staffrooms to allow for social distancing measures to be followed. Staggered lunchtimes mean that there will be a reduced demand for staffroom places at any one time</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of interactions or changes are minimised wherever possible	Wherever possible interactions are minimised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	<i>We will continue to operate a two-staffroom system with numbers restricted to 8 and 12 respectively (total capacity 20 staff). Due to the staggered lunchtimes, this</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>will provide enough capacity to ensure all staff have a place to eat and take a break. If both staffrooms are full, staff will use their classroom</i></p> <p><i>Staff will have an area in their classroom that is socially distanced from pupils. If staff work with a pupil, this will be done side to side and not face to face. There should be no reason for staff to spend time within 1m of pupils for a significant length of time. If this is required e.g. for first aid, PPE will be worn that is appropriate</i></p> <p><i>All staff and pupils follow a one-way system and all areas have clearly marked directional signage.</i></p> <p><i>When moving around the academy staff wear face masks which are provided by the Academy or they may wear their own.</i></p>			
<p>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together over one day) with an infected individual <u>Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-</u></p>	<p><i>Staff have an area in their classroom that is socially distanced from pupils. If staff work with a pupil, this will be done side to side and not face to face.</i></p> <p><i>There should be no reason for staff to spend time within 1m of pupils for a time of more than 15 minutes. If this is required e.g. for first aid, PPE will be worn that is appropriate</i></p>	☒	☐	☐

<p>covid-19-infection-who-do-not-live-with-the-person</p>	<p><i>Two staff rooms are in operation and staggered lunch breaks reduce the numbers of staff using facilities. Face coverings should be worn when moving around school in communal areas and in the playground</i></p> <p>All staff must wear face-coverings (i.e face shields) when they are working in close contact with pupils such as carpet time and in small group work.</p>			
<p>Educational and care support is provided as normal to pupils who have complex needs or who need close contact care</p>	<p>Individual pupils with care plans have a personal risk assessment in place and support staff are trained in how to provide this care against personal risk assessments. PPE is worn at all times during close contact.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, local authorities, health professionals, regional school's commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers</p> <p>In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place</p>	<p><i>All Pupils with medical needs have an individual care plan</i></p> <p><i>Risk assessment for the pupils are in place</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are seated side by side and facing forwards, rather than face to face or side on</p>	<p><i>We have several age appropriate options for class configurations that mean pupils are seated, as far as possible, side by side whilst still enabling group discussion and allowing for effective teaching strategies.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Unnecessary furniture has been moved out of classrooms to make more space</p>	<p><i>As a continuation of the partial reopening, non-essential furniture has been removed. Corridors markings are in place to show the one way system.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Large gatherings such as assemblies or collective worship with more than one group do not take place</p>	<p><i>All Key-stage or Whole-school assemblies are undertaken via Microsoft Teams. Each Friday, the celebration assembly has been replaced with a class Zoom meeting- Safeguarding pupils when using online platform has been outlined as an addendum to the Remote Learning Policy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building</p> <p>Avoid creating busy corridors, entrances and exits</p>	<p><i>Each class enter and leave the academy by the same door (their class cloakroom). All lessons take place in their own classroom with the exception of PE. This is taught outside wherever possible. The hall may be used if this is not possible. Breaks and lunchtimes are also staggered to avoid large numbers moving at the same time. A one-way system will continue to be used in both corridors and the hall to ensure a smooth flow.</i></p> <p><i>Microsoft Teams are set up for all groups of staff within the academy so staff can communicate easily with each other without the need for face to face contact.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Break times are staggered so that all pupils are not moving around the school at the same time</p>	<p><i>Organisational plan outlines the routes onto the academy and entry and exit points. Due to parents dropping multiple siblings off staggered start and finish times were not</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>appropriate for lockdown however footfall is 25% of normal footfall.</i>			
Lunch breaks are staggered	Lunch breaks are staggered to ensure only one year group bubble is in the hall at any one time. Each bubble also has their own playground zone as outlined in the wider opening plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other</p> <p>The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day</p>	<p><i>A second staff room has been created using the library. The main staffroom has a capacity of 8 and the secondary staffroom a maximum capacity of 12. Furniture has been removed to maximise space and remaining furniture arranged to adhere to 2m distancing in both rooms. If in the main staff room staff use toilets in reception. Those using the library use the staff toilets at top of KS1/2 corridors</i></p> <p><i>Staff bring own teabags/coffee and cups. Signs to instruct staff to wash hands before and after making drinks and using the appliances in the staff room have been installed.</i></p> <p><i>Cleaning products have been made up in spray bottles and left in the kitchen area/staff room to clean surfaces after use stored in high up cupboard above the sink.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>The top windows are open on ventilation during the working day.</i></p> <p><i>Desktop keyboards to be cleaned with a wipe before use in the main staffroom there are signs reminding staff of this on the units.</i></p>			
<p>Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times</p> <p>Virtual staff meetings could take place where staff stay in their classrooms and join the meeting.</p>	<p><i>ALL meetings are carried out remotely using Microsoft teams</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p> <p>Staggered start and finish times should not reduce the amount of overall teaching time</p>	<p><i>Organisational plan outlines the routes onto the academy and entry and exit points. Staggered start and end times are also in place to reduce footfall on site at any one time. Reminder letter sent out to parents on Thursday 4th March reminding of staggered times and protocols on site.</i></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>CYPS Bulletin</p> <p>Shared with parent 04.03.21</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing</p> <p>This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt</p>	<p><i>Reminder letter sent out to parents on Thursday 4th March reminding of staggered times and protocols on site.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time</p> <p>This will reduce the amount of people assembling in and around the school</p>	<p><i>Reminder letter sent out to parents on Thursday 4th March reminding of staggered times and protocols on site.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

grounds and will help with social distancing				
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	<i>Reminder letter sent out to parents on Thursday 4th March reminding of staggered times and protocols on site.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use, only one adult per family should enter school grounds to drop off or collect)	<i>Reminder letter sent out to parents on Thursday 4th March reminding of staggered times and protocols on site.</i>	<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)	<i>Reminder letter sent out to parents on Thursday 4th March reminding of staggered times and protocols on site.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Visits must not take place at this time	All educational visits are postponed until further notice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 8 March, school will work to resume all before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training	<i>Kingfisher Childcare has operated from the hall since September to allow for more space for pupils and staff. Pupils from each bubble have their own zone within the hall. A Max of 30 pupils are allowed in the provision. Additional clubs such as choir and sports will be phased in as space allows maintaining year group bubbles.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You should advise parents that where they are accessing this provision for their children, that they must only be using this, where: <ul style="list-style-type: none"> • the provision is being offered as part of the school's educational activities (including catch-up provision) • the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution • the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, 	Parents are aware of the requirements for placement in provision shared within re opening guidance on 04.03.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

attend a medical appointment or address a medical need or attend a support group				
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	External childcare have informed us if our pupils are attending their setting so they do not have a place in both settings to prevent spread and cross contamination of bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: <ul style="list-style-type: none"> • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. • encourage them to check providers have put in place their own protective measures • send them the link to the guidance for parents and carers 	Parents are aware of the requirements for placement in provision shared within re opening guidance on 04.03.21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have: <ul style="list-style-type: none"> • considered the relevant government guidance for their sector • put in place protective measures 	At present we are not offering this service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	<i>Shared with parents on Thursday 4th March.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	Safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	<i>Daily cleaning is in place for all areas in the academy. Additional cleaning capacity has been brought in at lunchtimes, so each classroom has additional cleaning when pupils are</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>having lunch. Cleaning products are kept in each classroom and stored safely so staff working within the class can complete incidental cleaning if required.</i></p> <p><i>Each room has a cleaning record which is completed each time a room is cleaned</i></p> <p><i>Each classroom is sprayed regularly with Zappitiser disinfectant spray</i></p>			
<p>Frequently touched surfaces, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal</p>	<p><i>Desks and chairs have additional cleaning at lunchtime. Pupils have their own equipment packs with stationary and books so they don't need to share resources.</i></p> <p><i>Support staff or the class teacher wipe down the children's desks at break times. They also wipe children's bottles and lunch boxes on entry to the classroom.</i></p> <p><i>Door handles and work tops are wiped at break times as well.</i></p> <p><i>Chromebooks are wiped down before returning to their designated trolley.</i></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><i>The Inventory sign-in system is cleaned every morning and staff are encouraging, where possible, to sign in contact-free using their ID badge.</i></p> <p><i>A hand sanitiser station is next to the sign-in system</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>for staff to use before and after signing in.</i></p> <p><i>Cleaning wipes are placed next to the signing in screen and staff are asked to wipe the screen before and after they have used it.</i></p> <p><i>Staff are also reminded to sanitise before and after using the photocopier and to wipe the photocopier down using antibacterial wipes.</i></p>			
Bins for tissues and other rubbish are emptied throughout the day	<p><i>Bins are emptied daily or as required. Each room has a separate bin for tissues, which is a different colour (blue) and clearly labelled.as above</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	<p><i>A weekly stock take is undertaken by the Site Manger and additional supplies ordered if necessary via the Trust Central Team. All staff have been provided with a pack of self-care PPE</i></p>	<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	<p><i>Each class has its own 'bucket' of play equipment which contains items that are cleaned after use.by support staff using antibacterial spray and wipes. Cleaning products are available in each classroom for this. Additional supplies of cleaning products can be collected from the main office</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	<p><i>Support staff clean their bubbles equipment after each use using antibacterial spray and wipes.</i></p> <p><i>This also applies to resources used inside and outside by wraparound care providers</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shared Resources

<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared</p>	<p><i>Pupils have their own equipment which is sealed in an A3 plastic wallet</i></p> <p><i>Staff have their own resources as well.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces</p>	<p><i>Each class has its own wet break games box. Items in this box are cleaned after use and are not shared between classes.</i></p> <p><i>Each child has their own reading book, which they keep in their plastic wallet. These books are wiped before returning to stock.</i></p> <p><i>Any item not cleaned is stored for 48 hours before being used again 72 hours for plastics including books backed with plastic covers</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</p>	<p><i>All resources that are used are cleaned before returning to their relevant storage spaces. If they cannot be cleaned easily, then they are labelled with a date and time they can be used again after, either 48 or 72 hours if it is plastic</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy)</p>	<p><i>This has been communicated to parents and refresher information sent out prior to re opening in March 2021.</i></p> <p><i>Children in Year 5 and 6, who walk home alone can bring a mobile phone. These are to be turned off, wiped and stored in their own equipment packs.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either:</p> <ul style="list-style-type: none"> restricted to one user left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use</p>	<p>Therapy resources have been allocated to each user. They are cleaned between sessions in addition to this measure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources</p> <p>It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking</p>	<p>It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day</p>	<p>Staff are to wipe laptops and iPads at the start of each day. Personal cleaning packs are provided for all staff by the academy.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</p>				
<p>Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school</p>	<p>Ensuring that pupils, staff and other adults do not come into the school if they have been told to self isolate, develop symptoms or are awaiting a test result</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so</p>	<p>Test and Trace information has been shared with parents in communication in March prior to re opening</p> <p>Posters are also displayed around the academy.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test 	<p>Staff members/ parents/ carers are aware of the procedures for isolation and this has been reiterated in March 2021 through formal communication.</p> <p>Staff Training on Health and Safety procedures was carried out before spring 1 opening on 04.01.2021 and 02.03.2021 to refresh on protocols.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) 	<p><i>School is aware of the procedure to follow and has in place all contact details for Local Public Health, DFE helpline and Yorkshire and Humber public health team as identified in the Trust action plan</i></p> <p>Training taken place with staff 02.03.21</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required</p> <p>You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case</p>	<p><i>The academy works within government guidelines to ensure safe working practices.</i></p> <p><i>All cases have been reported to Public Health England and advice followed swiftly.</i></p> <p><i>Trust provided action plan to follow in the case of a positive case.</i></p> <p><i>Staff levels are monitored daily with resources allocated accordingly to support absent colleagues</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.</p> <p>While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice</p>				
<p>Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p>The school has clear protocols for maintaining contact with vulnerable families whilst isolating.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission</p> <p>In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested</p>	<p>This was made clear to staff in LFT training. Which all staff attended and acknowledged receipt of training.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally</p> <p>You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place</p>	<p>Shielding guidance is followed by CEV pupils. The academy works with the pupils GP or consultants to ensure shielding advice is accurate.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CEV staff are advised not to attend the workplace</p> <p>Staff who are CEV will previously have received a letter from the NHS or their GP telling them this</p>	<p>Staff who do not believe they need to continue to shield are able to return to work in the following circumstances</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Current shielding advice is in place up to the 31st March</p>	<ul style="list-style-type: none"> • Confirmation from the GP/clinician that a return to work is supported, where possible this has been confirmed in writing by the GP/Clinician • A full risk assessment has been put in place to reflect additional measures in place • The risk assessment is reviewed regularly • The employee is aware of the need to advise you of any changes that may affect the risk assessment • The Risk Assessment is signed by the member of staff 			
<p>Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated</p> <p>This may change as we get further data on the effects of vaccination</p>	<p>This is in place until 31st March or further information is released.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings</p>	<p>An Individual Risk Assessment may be needed. Advice sought on a case by case basis.</p> <p>Individual Risk Assessments will need to be subject to regular review</p> <p><u>Clinically-vulnerable people</u> Individual risk assessments have been updated/completed and control measure put in place where applicable.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CV staff can continue to attend school. While in school they must follow the</p>	<p>An Individual Risk Assessment is in place for</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>system of controls to minimise the risks of transmission</p>	<p>all CV staff. Advice sought on a case by case basis.</p> <p>Individual Risk Assessments will need to be subject to regular review</p>			
<p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home</p>	<p>An Individual Risk Assessment may be needed. Advice sought on a case by case basis.</p> <p>Individual Risk Assessments will need to be subject to regular review</p> <p><u>Clinically-vulnerable people</u> Individual risk assessments have been updated/completed and control measure put in place where applicable.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pregnant women are in the 'clinically vulnerable' category</p> <p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment.</p> <p>Both the New and Expectant Mothers and the Individual</p> <p>Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review</p> <p>RCOG Q&A covid19 virus infection and pregnancy</p>	<p>Risk assessments are in place with pregnant staff in line with Government guidance. Risk assessments are reviewed regularly with the staff member.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whilst pregnant women are at no greater risks of catching Covid, there is evidence that those in later pregnancy are at greater risk of severe illness if they contract the virus and may give birth pre-term.</p> <p>3rd Trimester 28 weeks and over</p>	<p>Whilst it is not the automatic right of pregnant staff over 28 weeks to be excluded from work at ELP the following will take place</p> <ul style="list-style-type: none"> Expectant mothers risk assessment will be reviewed regularly 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>(timescales for the review to be agreed with staff member and line manager in order to ensure all staff concerns are addressed at the earliest possible point</p> <ul style="list-style-type: none"> • Workplace adjustments will be put in place by agreement with the employee to limit the risk of exposure to the virus • Work from home arrangements will be put in place wherever possible • The employee is aware of the need to advise you of any changes that may affect the risk assessment • The Risk Assessment is signed by the member of staff 			
<p>Volunteers may be used to support the work of the school, as would usually be the case</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible</p>	<p><i>Volunteers in school are already members of staff - lunchtime supervisor and have been trained in Health and Safety-COVID Measures</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p><i>PPE is worn when working 1:1 with pupils. Face visors are expected to be worn when working with any groups.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for</p>	<p><i>Peripatetic staff who visit the academy are the same each week. They</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p> <p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year</p>	<p><i>have inducted on the H&S requirements of the academy prior to starting and distancing measures are in place to reduce risk. Lessons, wherever possible, will take place in the hall, so a large ventilated space is used. Staff from Activ8 (PE provision) have undertaken H&S training at the academy to ensure they comply with procedures</i></p> <p><i>A Music, dance and Drama risk assessment is in place for peripatetic staff visiting the academy</i></p>			
<p>Specialists, therapists, clinicians, support staff for pupils with SEND, supply teachers, peripatetic teachers or other temporary staff, can move between settings</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff</p>	<p>PPE is worn when working 1:1 with pupils. Face visors are expected to be worn when working with any groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19)</p> <p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test</p>				
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. A window should be opened for fresh air ventilation if it is safe to do so</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test</p>	<p><i>If a pupil is unwell/showing symptoms, they are moved to the First Aid Room, which is located in the main office, where they can be isolated behind a closed door.</i></p> <p><i>An adult may stay with the pupil if this is required, due to the needs of the pupil but full PPE must be worn. –face covering, gloves and disposable apron</i></p> <p><i>A PPE grab bag is in situ in the first aid room</i></p> <p><i>The room is deep cleaned and Zapitised after the individual has gone home.</i></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p><i>The shower room toilet should be used if they needed. This will then be deep cleaned and Zapitised before further use.</i></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p><i>An adult may stay with the pupil if this is required, due to needs or the age of the pupil, but full PPE must be worn- face covering, gloves and disposable apron. A PPE grab bag is in situ in the First Aid Room.</i></p> <p><i>PPE used will be bagged, labelled and stored for 72</i></p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

	<i>hours before being disposed of</i>			
If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household	This information was shared in a letter to parents 03.03.21 prior to re opening on 8 th March	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms	This information was shared in a letter to parents 03.03.21 prior to re opening on 8 th March	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	<i>A member of SLT would delegate this to the most appropriate staff member in the situation. This may be admin staff or class teacher if they know the pupil better.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) 	<i>All staff have been trained in January and March on the H&S procedures for re opening and are aware of the process.</i> LFT training was carried out in January and all staff have signed to say they have received and understood the training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> they have tested positive from an LFD test as part of a community or worker programme 				
<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell</p>	<p><i>Each staff member has their own personal hygiene equipment supplied by the academy. This includes hand gel.</i></p> <p><i>Handwashing posters are around the academy to remind staff and pupils.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people</p>	<p>COVID-19: cleaning of non-healthcare settings guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Developing Symptoms</p>				
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p> <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p>	<p><i>Information regarding testing is included within all communication by Principal and CEO update communication which is at least monthly.</i></p> <p><i>Further letters have been shared with parents on the procedures for self isolation and the symptoms of COVID monthly. Posters are also displayed around the academy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out</p>	<p><i>School should call the Test and Trace helpdesk on 119 if these have not arrived. - The academy has their kits and will order further tests, if needed</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>through the gov.uk website.</i>			
<p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> <p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19).</p> <p>Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers</p>	<p>.The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines</p>	<p>All staff members have been trained in the process for carrying out a LFT. Part of the LFT recording form reiterates to staff the a LFT result does not replaces a PCR test result and that they must book a PCR immediately if receiving a negative result. They must also inform Test and Trace of the LFT result.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus</p>	<p>This has been made clear to all staff within LFT training and H&S training on 02.03.21</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace</p>	<p><i>Test and Trace information has been shared with parents in communication is</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p><i>September, October and November,</i></p> <p><i>Posters are also displayed around the academy.</i></p>			
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<p>Staff members/ parents/ carers are aware of the procedures for isolation and this has been reiterated in September, October and November, January and March 2021 through formal communication.</p> <p>Staff Training on Health and Safety procedures was carried out before spring 1 opening on 04.01.2021 to refresh on protocols and again on 02.03.2021</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<p>School also use a LFT recording sheet for staff test results.</p> <p>Covid alerts inbox is set up to receive parental test results.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	<p><i>If a child is sent home and a test is requested , the academy will contact the family to follow up on the outcome of the test and support with the advice here around isolation. Evidence of test results will not be requested.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus</p>	<p>Staff and the academy are aware of this and do not use a negative result to cancel out a self isolation period.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period</p> <p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>				
<p>If someone with symptoms tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS</p> <p>Test and Trace</p> <p>The school will implement and follow the action plan provided from Trust Office</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious</p> <p>Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	<p>School is aware of the procedures for close contacts. Staff also have sign in sheets on classrooms and at shared areas such as photocopiers, staffroom to track contact tracing. Staff are made aware what constitutes close contact in H&S training on 02.03.2021</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School must take swift action when they become aware that someone who has</p>	<p><i>School is aware of the procedure to follow and</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p> <p>This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed</p>	<p><i>has in place all contact details for Local Public Health, DFE helpline and Yorkshire and Humber public health team as identified in the Trust action plan</i></p>			
<p>Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>	<p><i>The academy will not routinely take the temperature of pupils</i></p>	☒	☐	☐
<p>Inadequate Hand Washing/Personal Hygiene</p>				
<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</p> <p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils</p>	<p><i>Hand sanitisers are placed before the entrance to the reception area and again by the sign-in system. After sign in, staff must then wash their hands in the toilets in the reception area prior to entering the main school.</i></p>	☒	☐	☐
<p>Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans</p>	<p><i>Timetables have been reduced and adapted to allow for additional handwashing.</i></p>	☒	☐	☐
<p>Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff</p>	<p><i>Individual Risk Assessments have been updated, where required, by the academy Inclusion Manger.</i></p> <p>PPE is also worn by staff working with these pupils.</p>	☒	☐	☐
<p>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered</p>	<p><i>Individual Risk Assessments have been updated, where required, by the academy Inclusion Manger.</i></p>	☒	☐	☐

Help given to pupils with complex needs to clean their hands properly	Support is given to pupils with complex needs with handwashing as per their risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	<i>Individual Risk Assessments have been updated, where required, by the academy Inclusion Manger.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	<i>Handwashing signs are visible by all hand washing stations and in toilets and staffrooms.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	<i>Hand sanitisers are positioned outside every room in the academy and also on the entrance and exit to the hall. Each classroom is allocated to a toilet which contains adequate basins and hand washing equipment. Extra cleaning is undertaken in these toilets at lunchtime.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	<i>Skin friendly skin cleaning wipes can be used as an alternative</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skin friendly cleaning wipes can be used as an alternative	<i>Sanitiser stations are monitored by staff when pupils use these. These are in addition to, and do not replace hand washing within the academy.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	<i>Pupils are taught and supported to carry out effective handwashing.</i> <i>Staff remind and re train children when school re opens.</i> <i>Individual Risk Assessments have been updated, where required, by the academy Inclusion Manger.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The 'catch it, bin it, kill it' approach is very important and 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>NHS <i>This signage is displayed in every room with a blue tissue bin</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>	<p><i>Tissues are supplied in each classroom</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>	<p><i>Each room has its own tissue bin (blue), clearly labelled and with a 'Catch it, Bin it, Kill it' poster nearby</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates</p> <p>The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p>	<p><i>This signage is displayed in every room with a blue tissue bin</i></p> <p><i>Posters are in place to show and encourage good hand and respiratory hygiene. The MindEd and e-bug website has free resources to support teaching pupils about hygiene measures</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Personal Protection & PPE</p>				
<p>Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom</p>	<p><i>Staff have been advised that it is Trust policy to wear face coverings when moving around the Academy. Midday staff must wear face coverings at all times as do cleaning staff.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Children in Primary schools do not need to wear a face covering</p>	<p><i>Pupils do not wear face coverings</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading,</p>	<p><i>Where visual communication is needed by a pupil the staff</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

clear sound or facial expression to communicate	member wears a visor and maintains social distancing so the pupil can see facial expression and lip reading. A personal risk assessment is in place.			
Face visors or shields are not routinely worn as an alternative to face coverings Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer	Staff have been trained in effective use of face coverings on 04.01.2021 and again on 02.03.21 prior to opening and information shared around visors not giving appropriate protection. Staff may wear in the classroom when social distancing and other preventative measures are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places	Where visual communication is needed by a pupil the staff member wears a visor and maintains social distancing so the pupil can see facial expression and lip reading. A personal risk assessment is in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed to: • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom	Pupils do not wear face coverings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	<i>Staff and pupils are aware of the procedures to follow when putting on and removing masks</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	<i>Staff and pupils have been made aware of the need to wash hands before and after the putting on or removing of face masks</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully	<i>Staff and pupils are aware of this and should dispose of the mask appropriately.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day	<i>Spare masks are available from the office</i>			
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	<i>Masks and PPE are available and provided by the Academy</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a process for when face coverings are worn within the school and how they should be removed This procedure should be communicated clearly to pupils and staff	<i>This procedure has been communicated to staff and pupils</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes	Primary pupils are not required to wear face coverings in the academy. Support and consideration is given to all pupils Social and Emotional needs when carrying out re integration and 1:1 work. Staff wear PPE throughout close contact work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	<u>safe working in education, childcare and children's social care</u> <i>Staff are aware of this and have access to the required PPE</i> A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Visor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing <u>aerosol generating procedures (AGPs)</u>	There is currently no AGP taken place at CLA.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	PPE is worn when carrying out any close contact work with pupils. Pupils where there are individual risks such as spitting there is a personal risk assessment in place and staff wear PPE throughout contact.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	<p><i>All visitors will be required to liaise with the Business Manager/Site Manager or SLT prior to arriving on site.</i></p> <p><i>All visitors will continue to follow social distancing, when moving around school the keep to the left rule will continue as well as wash hands and sanitise</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	<p><i>Posters displaying site rules are attached to the entrance to the academy. Visitors will be required to wash their hands on arrival and follow all requests made in the interest of health and safety.</i></p> <p><i>The signing in system has guidance for all to read and accept before entry to the building. Signage checked and will remain in visible locations around the academy</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	<p><i>All visitors will be required to liaise with the Business Manager/Site Manager or SLT prior to arriving on site.</i></p> <p><i>Times of visits may need to be adapted to take in to account the ability to maintain appropriate</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>social distancing measures and availability of resources to effectively clean following the visits</i>			
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	<i>All visitors will be required to liaise with the Business Manager/Site Manager or SLT prior to arriving on site. All above measures are explained to contractors</i>	<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 into account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<i>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</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures These programmes are essential for children's health and wellbeing	<i>Staff responsible for the organisation of immunisations are aware of the requirement for these to be delivered within the covid safe practices of the Academy School nurses enter each bubble to administer the vaccine and sanitise on entry and exit to each class with the changing of PPE in between.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	<i>All visitors will be required to sign-in using the Inventory system. All visitors and contractors are made aware that these details will be shared if required for the purpose of NHS track and trace</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				

<p>Occupied spaces must always be well ventilated and a comfortable teaching environment maintained</p> <p>This can be achieved by a variety of measures including:</p> <p>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p>	<p><i>Windows are opened each morning and classroom doors to remain open where it is safe to do so.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ventilate spaces with outdoor air</p> <p>Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures</p>	<p><i>Wherever possible windows and external doors are kept open to maximise clean air flow. However, staff are aware that this should not in any way compromise the safeguarding measures or the safety of staff and pupils</i></p> <p><i>Pupils have been advised to supply additional clothing i.e. vests, skins etc. to keep warm if required</i></p> <p><i>Windows can be opened slightly when pupils are in and opened more widely during break and lunchtimes to increase the ventilation. Heating can be turned up to ensure that pupils and staff are not cold.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where possible, occupied room windows should be open</p>	<p><i>Windows are opened, where appropriate, by the Site Manger on arrival at the academy. Skylights</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>will also be used to add further ventilation. These auto-close when it rains, so should be used in conjunction with the windows.</i>			
<p>Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal</p> <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice</p>	<p>. Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice</p> <p><i>Academy has BMS system that controls and recycles outdoor air</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air</p> <p>Fire doors must not be propped open unless they have a self-closing hold open device fitted</p>	<p><i>Fire doors must not be propped open unless they have a self-closing hold open device fitted</i></p> <p><i>All other doors are kept open where possible</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open</p> <p>In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space</p>	<p><i>Information shared and actioned with class teachers. This has also been communicated with parents and they are aware children can wear extra layers should they need to.</i></p> <p>natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	more fully during breaks to purge the air			
Consideration given to opening high level windows in preference to low level to reduce draughts	<i>On cooler days this is in place</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	<i>On cooler days this is in place</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing For more information see School uniform	The academy has recommended to pupils wearing additional layers where necessary to ensure comfort. The school also allow pupils to come to school in their PE kit on PE days so changing isn't necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	<i>Furniture arranged where possible to prevent staff and pupils sitting in drafts</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Heating is adapted based on the time of year to ensure that the environment is comfortable for staff and pupils and to support keeping ventilation steps in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air Desk fans are pointed away from people and pointed at walls etc.	<i>Windows will be opened wider for short periods during break times to circulate fresh air back into the room.</i> <i>No desk fans in use.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters Electric fan heaters used sparingly due to increased fire and electrical risk	<i>Fan heaters will not be used</i> <i>Any additional heaters that are portable will be PAT tested where required before use</i>	<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 checked="" type="checkbox"/>	Med <input 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 <i>so far as is reasonably practicable</i>		Name	Date
Continue to follow local and national government guidance alongside local infection rate figures		Sarah Cope	Review weekly
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):	Sarah Cope Acting Principal	Signature(s):	
Position(s):			
Date:	01.03.2021	Review Date:	On going
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		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic	Major	Moderate	Minor	Insignificant	
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓	Major	Moderate	Minor	Insignificant		
Moderate	RIDDOR reportable over 7 day injury	Possible		Minor	Insignificant				
Minor	Minor injury (requiring first aid)	Unlikely	Less likely to occur						
Insignificant	Minor injury	Remote							
				Remote	Unlikely	Possible	Likely	Highly Likely	

LIKELIHOOD