

Activity/ Situation	Littledean C of E Primary School				
Location	Whole school				
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	
HAZARD(S)	<ul style="list-style-type: none"> × Social Distancing Measures Not Followed × Social Distancing Measures Not Followed During Travel to and from School × Inadequate Cleaning × Shared Resources × Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors × school user Becoming Unwell × school user Developing Symptoms × Inadequate Hand Washing/Personal Hygiene × Inadequate Personal Protection & PPE × Visitors, Contractors & Spread of Coronavirus × Inadequate Ventilation × Fire and Intruder Alarms and Emergencies, Including Lockdown × School Activities 				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
Social Distancing Measures Not Followed					
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	Early Years Foundation Stage	X	<input type="checkbox"/>	<input type="checkbox"/>	
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance	X	<input type="checkbox"/>	<input type="checkbox"/>	
Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible Doesn't say 2m rule but I feel there should be.	DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings	X yes unless more start to attend	<input type="checkbox"/>	<input type="checkbox"/>	
The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded.		X	<input type="checkbox"/>	<input type="checkbox"/>	

CYP use the same classroom or area of a setting throughout the day	Class but will move through different areas to use the toilet. They will use outside areas at different times.	x	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated at the same desk each day if they attend on consecutive days	Seating plan will need to be arranged by each teacher.	x	<input type="checkbox"/>	<input type="checkbox"/>
CYP and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups		x	<input type="checkbox"/>	<input type="checkbox"/>
CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	Where possible – cannot guarantee this. If staff go off sick, this could be a problem.	x	<input type="checkbox"/>	<input type="checkbox"/>
The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff	As above	x	<input type="checkbox"/>	<input type="checkbox"/>
Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact	Might be harder to remain far away from smaller children. Harder to read with children if not close. So teaching will not look the same/as normal in R and Y1. Staff will need to get closer to children if they are injured or require intimate care.	<input type="checkbox"/>	X Can't be guaranteed	<input type="checkbox"/>
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	PSHCE lessons / frequent reminders	x	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to which lessons or classroom activities could take place outdoors	Forest School Science / Art / PE	x	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Draft timetable in place	x	<input type="checkbox"/>	<input type="checkbox"/>
The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded	Allocated toilet – 1 at a time	x	<input type="checkbox"/>	<input type="checkbox"/>
Assembly groups staggered	Class worship only	x	<input type="checkbox"/>	

Break times are staggered so that all CYP are not moving around the school at the same time	Timetable	x	☐	☐
Lunch breaks are staggered	Sandwiches in classroom and timetabled outside playtime.	x	☐	☐

Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity	If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place	x	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	With one main corridor through the school this is not possible.		x	<input type="checkbox"/>
Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)	Staff to remind and supervise SEND pupils	x	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered	Timetable in place	x	<input type="checkbox"/>	<input type="checkbox"/>
Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent they must follow social distancing guidelines	x	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Parents need to be informed beforehand.	x	<input type="checkbox"/>	<input type="checkbox"/>
Parents and CYP are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Need to make sure this guidance goes to parents	x	<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)	Inform parents	x	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical		x	<input type="checkbox"/>	<input type="checkbox"/>

Multiple groups do not use play equipment simultaneously	Groups have their own equipment.	x	<input type="checkbox"/>	<input type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing	Two sub groups with in the class – depending on numbers attending	x	<input type="checkbox"/>	<input type="checkbox"/>
Staff working in Offices are adequately distanced, are on rota or are working from home	Social distancing applied.	x	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained	3 only at a time	x	<input type="checkbox"/>	<input type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and CYP encouraged to walk or cycle to their education setting where possible	Encourage parents and children	x	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	Coronavirus (COVID-19): safer travel guidance for passengers Make parents aware	x	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning				
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	To be discussed with Glenn Cleaning	x	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	Staff the clean these throughout the day	x	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use		x	<input type="checkbox"/>	
Bins for tissues and other rubbish are emptied throughout the day	Classroom staff	x	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc.	SBM to re-order when needed.	x	<input type="checkbox"/>	<input type="checkbox"/>


regularly checked and additional supplies requested as necessary				
Disposable tissues are available in each room for both staff and CYP use	Staff	x	<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	Staff – anti-bacterial spray and cleaning materials	x	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it	Equipment for groups – trim trail out of use	x	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere		x	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed		x	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	Remind children / [parents]	x	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently	Staff/Glenn Cleaning	x	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books		x	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day		x	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible		x	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work		x	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site		x	<input type="checkbox"/>	<input type="checkbox"/>

If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting		x	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued		x	<input type="checkbox"/>	<input type="checkbox"/>

Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment Advice – not needed but we will provide it and it will be needed for intimate care.	x	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Remind all staff//pupils PHSCE lessons	x	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately		x	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance	COVID-19: guidance for households with possible coronavirus infection guidance	x	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people	x	<input type="checkbox"/>	<input type="checkbox"/>
If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else		x	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	x	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital		x	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell		x	<input type="checkbox"/>	<input type="checkbox"/>

Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people		x	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Children, young people, parents, carers or any visitors, such as suppliers, are told not to		x	<input type="checkbox"/>	<input type="checkbox"/>

attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus				
When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario	x	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation		x	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms	x	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)	x	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean		x	<input type="checkbox"/>	<input type="checkbox"/>

The 'catch it, bin it, kill it' approach is promoted		X	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning	X	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances CYP should not be using alcohol based hand cleansers		X	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	This needs to be done first thing in the morning, after breaks and after lunch at least	X	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out.	Children reminded regularly	X	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
PPE will need to be worn by a member of staff if a CYP becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn		X	<input type="checkbox"/>	<input type="checkbox"/>
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	We purchase our own.	<input type="checkbox"/>	<input type="checkbox"/>	X

Visitors, Contractors & Spread of Coronavirus				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype		x	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site		x	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely		x	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	x	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air		x	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)		x	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		x	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air		<input type="checkbox"/>	<input type="checkbox"/>	x
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open.	x	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)		x	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available		x	<input type="checkbox"/>	<input type="checkbox"/>

If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details	We don't have one	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School Activities				
CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts		<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 type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Assessor(s):	Hayley McGoldrick (HT) Laura May (DHT) Wendy Worgan (SBM)	Signature(s):		
Date:	21.05.20	Review Date:		

Distribution:

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

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