

Activity/ Situation	WIDER OPENING OF SETTINGS				
Location	Burton Salmon Primary School – Class 1				
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"> ✘ Inappropriate Social Distancing Measures Not Followed ✘ Inappropriate Social Distancing Measures Not Followed During Travel to and from Setting ✘ Inadequate Cleaning ✘ Shared Resources ✘ Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation ✘ Fire and Intruder Alarms and Emergencies, Including Lockdown ✘ Setting Activities 				
	CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO
<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>Inappropriate Social Distancing Measures Not Followed</p>					
For 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reception classes halved with a maximum of 15 pupils per class For Nursery classes the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of children who use the cloakroom facilities at any one time are limited to ensure they do not become crowded	Overseen by member of staff to ensure overcrowding doesn't occur.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Children and staff <u>where possible</u> , only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups	Class 1 children to work, play and eat together, staying separate from the rest of the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The same practitioners are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff positioning – where possible stay to the side or behind children and avoid contact unless absolutely necessary	Staff have been briefed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	Staff have been briefed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to the use of outdoors to avoid too many children being out, consider timetabling groups	Weather permitting, learning and socialising outdoors is a priority. There is enough space and we have sufficient staff to ensure children are a safe distance from each other.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any meal or food breaks are staggered	Children should clean their hands beforehand and after eating and stay in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered	<p><u>Drop offs</u></p> <p>This can be done between 8:45am and 8:55am. Children are dropped at the blue gate, which leads onto the playground. Parents to stand at 2m ribbon markers on the fence and do not enter the playground.</p> <p><u>Collection</u></p> <p>Parents who are collecting 1 child, may collect on the from the main blue vehicle access gate between 3:00pm and 3:05pm. Please do not enter the playground. After collecting, cross over the road to avoid the line of waiting parents.</p> <p>For parents who are</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>collecting more than 1 child, they may collect between 3:10pm and 3:15pm using the same procedure.</p> <p>Please wait until all parents and children have left if you wish to speak to a member of staff.</p> <p>Pippins Breakfast Club and Orchard After School Club can be accessed by entering the school through the carpark and ringing the front door bell.</p> <p>If your nursery child is attending part time, please ring the bell on the front door and your child will be brought to you.</p>			
Parents told that if their children 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	See above. Please minimise the number of adults attending school to collect.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and children are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, dropping children at the setting door)	See above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously	Each class to have their own set	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working in Offices are adequately distanced, are on rota or are working from home	PPA can be at home	<input checked="" type="checkbox"/>	<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	Rota to offer this over staggered lunches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inappropriate Social Distancing Measures Not Followed During Travel to and from Setting				
Parents and children encouraged to walk or cycle to their education setting where possible	In newsletter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settings, parents and children following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required	In newsletter	<input checked="" type="checkbox"/>	<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	JM has discussed with cleaning staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	On daily cleaning rota	<input checked="" type="checkbox"/>	<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	On daily cleaning rota	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	On daily cleaning rota	<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	On daily cleaning rota	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and children use	Helen to refill and to manage	<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	Wipe down after use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor fixed equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it	Not allowed on main play equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere	Staff to put our key play equipment daily to reduce choice and cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	Staff to remove	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
Shared materials and surfaces are cleaned and disinfected more frequently	On daily cleaning rota	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
Children who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible	None attending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work	Guidelines have been updated. Following a risk assessment, staff members are at work, only to complete tasks that they cannot complete at home and are not face to face with pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If a children or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a children 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	All in the main office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone becomes unwell with a new, continuous cough or a high temperature in 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child 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 child 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 2m away from other people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	Staff to have cleaning products and gloves in cupboards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the child is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests	Regularly assess via discussions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell				
Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Children, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When a child or staff member develops symptoms compatible with coronavirus:</p> <ul style="list-style-type: none"> • Self isolate for 10 days starting immediately • Follow government guidance on staying at home • Obtain a test for Covid 19 as soon as possible and within the first 5 days of the onset of symptoms <p>Test = Positive: Return to work when fit and provided temperature has returned to normal as long as the 10 days have been completed</p> <p>Test = Negative: Return to work as soon as fit to do so</p> <p>Test = Inconclusive: Treat as though positive.</p>	<p>All staff and child 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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where there is a confirmed case within the school community</p> <p>The school should take swift action to contact their local health protection team. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. They will provide definitive advice on who must be sent home advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>I have developed symptoms:-</p> <ul style="list-style-type: none"> • Continue to self isolate for the remainder of the 14 day self isolation. • Obtain a test for Covid 19 	<p>See information to the left.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Test = Positive: Inform school, continue to self isolate and complete 10 days from onset of symptoms</p> <p>Test = Negative: Continue to self-isolate for the original 14 day period.</p>				
<p>Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not the only 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</p>	<p>If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p>	☒	☐	☐
Inadequate Hand Washing/Personal Hygiene				
<p>Staff/ children /cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after outdoors activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean</p>		☒	☐	☐
<p>The 'catch it, bin it, kill it' approach is promoted</p>	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p style="text-align: right;"></p>	☒	☐	☐
<p>Wash with liquid soap & water for a minimum of 20 seconds</p>	<p>Guidance on hand cleaning</p>	☒	☐	☐
<p>Sinks and toilets will be regularly sanitised throughout the day</p>	<p>This needs to be done first thing in the morning, after breaks and after lunch at least. Staff lead in their class toilet areas. Helen – adult toilet</p>	☒	☐	☐
<p>Hands must be dried properly to prevent infection and drying out.</p>	<p>Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk</p>	☒	☐	☐

Practitioners support children's person care needs will follow the normal procedures in place in the setting.	DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings			
Inadequate Personal Protection & PPE				
PPE will need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after settings have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Keep toilet ventilation in operation as much as possible while building is occupied		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and children to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settings Activities				
Children do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations	Early years/young children guidance has changed but they must be reminded to try to play at a distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between groups		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" 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 type="checkbox"/>		No <input checked="" 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	
The staffroom will be used for breakfast club, ensuring that it is cleaned thoroughly after use.	Suzanne MacDonald/wrap around care staff.		Every day	01/09/2020

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 type="checkbox"/>	Low <input checked="" 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):	Suzanne MacDonald	Signature(s):		
Position(s):	Executive Headteacher			
Date:	01/09/2020	Review Date:	October half term	
Distribution:				

<i>Risk rating</i>	<i>Action</i>
HIGH	Urgently review/add controls & monitor
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME	
Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD	
Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME	LIKELIHOOD				
	Remote	Unlikely	Possible	Likely	Highly Likely
Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely