

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	Bubbles to be kept to 15 in each.	<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	Once in a bubble, children will stay in that bubble for the duration of the holiday club.	<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	Staff have been allotted a bubble will not cross over into other bubbles.	<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	Drop Off for Holiday Club: 8:30am-8:45am Pick Up for Holiday Club: 3:00pm-3:15pm Drop off for Year 4/5 Summer School: 8:45am-9:00am Pick Up: Noon – 12:15pm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<u>Morning Drop Off</u> Childcare drop off 8.30am-8.45am. The dropping off of children for Holiday Club will be done inside the playground, via the small, blue iron gate. Parents should join the ‘Holiday Club’ drop-off lane where current social distancing guidelines should be adhered to. Staff will be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

on hand to advise and direct children into their designated areas. Once your child/ren have been dropped off, exit through the larger blue gate at the top of the playground.

Year 4/5 Summer School children drop off 8:45am – 9:00am. Children will be met by a member of staff at the middle, blue iron gated entrance to the playground and clearly directed where to go. A member of staff will be available at the side entrance to the school marked 'Boys' to direct them into the building.

Pick -Ups

Pick Up for Holiday Club:
3:00pm-3:15pm

Pick up for Year 4/5
Summer School:
Noon – 12:15pm

Parents should enter onto the school playground via the middle blue gate and stand on one of the designated spots in one the two clearly marked areas of *Holiday Club or Year 4/5 Summer School*. The spots will be 2m apart to comply with social distancing guidelines. If these spots are all occupied, please wait outside the school, on the pavement, until a spot becomes available. Once on a spot is available, wait there until the child/ren are sent to the appropriate adult then exit the playground through the double gates at the top of the playground.

No staff to remove their cars from the car park whilst parents and pupils

	are being collected if possible.			
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	N/A	<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	No other adults in school. Just Holiday staff. Lunch outside or in classrooms.	<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	HoS 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	Staff to put our key play equipment daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

classrooms and other learning environments where there is space to store it elsewhere	to reduce choice and cleaning.			
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-	COVID-19: guidance for households with possible coronavirus infection guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19: guidance for households with possible coronavirus infection guidance				
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 positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	Regularly assess via discussions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Children, 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"/>
When a child or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	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	<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"/>
Where the child 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 child or staff member they live with in that group subsequently develops symptoms	<input checked="" type="checkbox"/>	<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 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	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted	<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 style="text-align: right;"></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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. Staff lead in their class toilet areas. Helen – adult toilet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Times of visits may need to be adapted to take in to account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

own controls round infection spread prevention	the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits			
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 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 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
All pupils currently in the childcare bubbles who are key worker children, stay in the childcare bubbles.			
All Year 6 pupils who are currently in the childcare bubble, must self-isolate for 7 days before beginning the teaching bubble (only if a different year 6 pupil is rejoining)			
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"/>
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):		Signature(s):	
Position(s):			
Date:		Review Date:	
Distribution:			

Risk rating	Action
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

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD