



WIDER OPENING OF SCHOOL FROM NOVEMBER 2020 v8.2

<b>Location</b>		Ripon Grammar School			
<b>Persons at Risk</b>	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	
<b>HAZARD(S)</b>	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>✘ Social Distancing Measures Not Followed During Travel to and from School</li> <li>✘ Inadequate Cleaning/Sanitising</li> <li>✘ Shared Resources</li> <li>✘ Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>✘ Site User Becoming Unwell</li> <li>✘ Site User Developing Symptoms</li> <li>✘ Inadequate Hand Washing/Personal Hygiene</li> <li>✘ Inadequate Personal Protection &amp; PPE</li> <li>✘ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✘ Inadequate Ventilation</li> <li>✘ Arrangements for boarding Schools During Pandemic</li> </ul>				
<b>Supporting guidance linked to this RA</b>	<p><i>RGS COVID response strategy V4</i>  <i>RGS tutor to students V2</i>  <i>RGS power point guidance for tutor to student</i>  <i>RGS guidance for students and parents</i>  <i>RGS wider opening of school flow diagram</i>  <i>CLEAPSS guidance for labs and workshops</i>  <i>RA for PE and Music</i>  <i>COSHH data for cleaning disinfectant and sanitiser available</i></p>				
<b>School video guidance &amp; links</b>	<p><i>General notices and fire drill/evacuation information</i>  <a href="https://web.microsoftstream.com/video/a8c8c519-f71b-4d9a-b24c-dbdb086d70f2">https://web.microsoftstream.com/video/a8c8c519-f71b-4d9a-b24c-dbdb086d70f2</a></p>				
<b>CONTROL MEASURES</b>	<b>ADDITIONAL INFORMATION</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<p><i>Note: you <b>must</b> 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><b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></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	As far as possible the following groups will be treated as distinct: Year 7&8, 9, 10&11, 12&13 and 'zoned' accordingly.		☒	☐	☐
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	Records of attendance for each lesson will be kept.		☒	☐	☐

In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended	It is not possible to have smaller groups than year groups in order to deliver the curriculum. Due to the size of Year groups most have been paired- 7&8, 10&11, 12&13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups	Interaction between staff and students will be at a class based or tutor group level only. Face mask recommended where possible problems of social distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Briefings/posters will emphasise the need for student groups to stay apart and good social distancing based on the current guidance from gov.uk will be emphasised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible	Zoning of the timetable will mean limited interaction and sharing of spaces. Where classrooms are used consecutively by different groups, cleaning will be undertaken- either by cleaners or students will be advised to wipe down areas. Lockers will be shut.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	The message re. social distancing will be applied to all.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	For many subjects form based teaching is possible in Years 7-9. This will not be possible for setting and options in 10-13.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day	The boarding houses are designated as one household and separate measures will be in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Teachers will be protected by social distancing, cleaning, face masks if required.	<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	Zoning will prevent movement around the school site allowing staff to travel freely. Staff will need to leave the classroom before students to allow them to arrive at their next lesson.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Guidance to staff issued with occupancy levels for office areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Guidance to staff issued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	Students sit side by side and facing forward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	Guidance to staff issued.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	In most cases this will be the case. Where there is face to face, distance will be 2metres and/or separated by computer screens.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Staff will work side on to pupils as opposed to face to face whenever possible	If possible but guidance will advocate a 2m distance although 1m+ may be possible for short periods, particularly if demonstrating e.g. use of machinery in DT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	As normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	As far as is practicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	Any assemblies will be year or 'group' size only	<input checked="" type="checkbox"/>	<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	Timetable will zone classes for most of the time, with the exception of some practical based subjects where movement will be allowed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	The school will not operate a staggered start/end to the day but different years groups will be channelled into school from the bus park and associated entry points.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Guidance issued to parents.	<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)	Guidance issued to parents. Separate guidance issued for boarding parents and drop off times given.	<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)	Guidance issued to parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Only limited classrooms have external doors but they will be used where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	Break will be staggered by utilising period 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Lunch will be staggered by utilising period 5. Year 12&13 will use the SFC for lunch as far as possible	<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	An occupancy rate will be calculated. Briefings will be virtual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Virtual staff meetings could take place where staff stay in their classrooms and join the meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	Cleaning guidance on use of equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	Schools should refer to the following advice: <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>			
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Guidance issued to parents and students	<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	<a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11	Travel company risk assessment in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
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	Cleaning staff will be redeployed to provide cleaning across the school day and one cleaner per boarding house to clean across the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	As per cleaning schedule	<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	As per cleaning schedule.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Yellow bin waste treated as medical waste- double bagged	<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	Premises manager will audit each day.	<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	Sports equipment will be cleaned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
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	Guidance issued to students and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Guidance issued to students and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	This will be completed either by technicians or by students where appropriate  CLEAPS own guidance adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Advice is to keep this to a minimum. Bag storage areas will not be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	See library guidance.	<input checked="" type="checkbox"/>	<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	Guidance to students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 must continue to work with their local health protection team who will be able to advise if additional action is required		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.	<a href="#">Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are Clinically Extremely Vulnerable MUST NOT attend the workplace during the period of national restrictions	Individuals in this group have been identified through a letter from the NHS or their GP. Staff should be supported to be able to continue working from their home where possible <a href="#">Clinically Extremely Vulnerable</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.	See Section 9 of <a href="#">New-national-restrictions-from-5-november</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 <sup>st</sup> August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual	<a href="#">Clinically extremely vulnerable</a>  Individual risk assessments are needed and guidance must be sought	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

risk assessment and being able to maintain social distancing as much as possible				
Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible	<a href="#">Clinically-vulnerable people</a> Individual risk assessments are needed and guidance must be sought	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	Consider longer engagement of supply staff to minimise movement between sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace	An Individual Risk Assessment may be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review. RCOG Q&A -covid-19-virus-infection-and-pregnancy	<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	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
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 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. Ideally, a window should be opened for ventilation.	Masters' dining room will be used as the isolation room. [Toilet close by]  If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Toilet close to masters' dining room [School House]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

cleaned and disinfected using standard cleaning products before being used by anyone else				
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)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	Due to resourcing, boarders will be asked in the first instance to go home or to their UK guardian  <a href="#">guidance on isolation for residential educational settings.</a>	<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	School health worker on site through school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	As guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	As guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. 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, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	Guidance to staff issued. (RGS Covid Response Strategy V4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Guidance to staff issued. (RGS Covid Response Strategy V4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to	Guidance to staff issued. (RGS Covid Response Strategy V4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)				
Parents and staff are asked to inform the school immediately of the results of a test	Guidance to staff issued. (RGS Covid Response Strategy V4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating	Guidance to staff issued. (RGS Covid Response Strategy V4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests positive, they should follow the ' <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> ' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days	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 Test and Trace Guidance to staff issued. (RGS Covid Response Strategy V4 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious	Close contact means: 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. Guidance to staff issued. (RGS Covid Response Strategy V4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School must take swift action when they become aware that someone who has 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	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 based on the latest public health advice. Guidance to staff issued. (RGS Covid Response Strategy V4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



method for identifying coronavirus (COVID-19) so this does not take place				
<b>Inadequate Hand Washing/Personal Hygiene</b>				
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	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils  Two double sinks will be plumbed into the wall outside H&L and Art Block to assist with hand washing on arrival	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Soap and water provided in sinks.	<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	Hand sanitisers [16] will be provided on entry to all major points of the school	<input checked="" type="checkbox"/>	<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. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p><b>CATCH IT</b> Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p>  <p><b>BIN IT</b> Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p>  <p><b>KILL IT</b> Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p>  <p><b>NHS</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Lidded bins available	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are not use in school as students and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	Current guidance allows the school to recommend the wearing of face masks in communal areas where 2m social distancing may not be possible. This extends to office space for staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In schools that are in areas on the 'Covid-19 watch list', adults (staff and visitors) must wear face coverings in areas outside of the classroom	Linked to area covid-19 status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event of new local restrictions being imposed, schools will ensure they communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances	<p>Some individuals are exempt from wearing <a href="#">face coverings</a>. This applies to those who:</p> <ul style="list-style-type: none"> <li>- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Secondary schools, that is year 7 and above, where social distancing is difficult to maintain (e.g. communal areas, corridors, staircases etc.), then face coverings may be worn by adults and pupils to address the risks at the discretion of the head teacher	<a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In such circumstances as face coverings are allowed to be worn in school they must be worn correctly		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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		<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		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances	This procedure should be communicated clearly to pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students that arrive wearing a face covering must remove it, must wash their hands	Guidance to students issued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom				
In schools that are in areas where the COVID Alert Level is high or very high, or during periods of National Restrictions, adults (staff, visitors and contractors) in Primary Schools DO wear face coverings in areas outside of the classroom at the discretion of the Head Teacher		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In schools where pupils in year 7 and above are educated, face coverings <b>must</b> be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained	Some individuals are exempt from wearing <a href="#">face coverings</a> . This applies to those who:  - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability  - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate  The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.	<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	PPE issued to school health worker and designated staff in boarding <a href="#">safe working in education, childcare and children's social care</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
All visits to the school are restricted to those that are absolutely necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent and carer visits are suspended for: <ul style="list-style-type: none"> <li>new admissions,</li> <li>settling-in children new to the setting attending organised performances</li> </ul>		<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	Guidance to parents and signage around school	<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	Guidance available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is	Premises Manager will make an assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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				
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"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities	In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors	As currently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: <ul style="list-style-type: none"> <li>work or search for work</li> <li>undertake training or education</li> </ul>	See Out-of-school activities and wraparound childcare section of <a href="#">Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All other out of school activities, including lettings, not being primarily used by parents for the above purposes, should close for face-to-face provision for the duration of the national restrictions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance)	See Out-of-school activities and wraparound childcare section of <a href="#">Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Ventilate spaces with outdoor air	Windows will be kept open as far as possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Door open need to be balanced with security needs of the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COSHH</b>				
Suma Bac D10 Sanitiser for cleaning surfaces.	<b>Hazard statements:</b> H315 - Causes skin irritation. H318 - Causes serious eye damage. H410 - Very toxic to aquatic life with long lasting effects. H290 - May be corrosive to metals. <b>Precautionary statements:</b> P280 - Wear eye or face protection. P305 + P351 + P338 - IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. P310 - Immediately call a POISON CENTRE, doctor or physician.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hilaqua hand sanitiser (Non-alcohol)	Skin contact: Not applicable. Eye contact: Bathe the eye with running water for 15 minutes. Ingestion: Wash out mouth with water. Inhalation: Consult a doctor.	<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 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"/>	
<b>ACTION PLAN</b> (insert additional rows if required)	<b>To be actioned by</b>			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>	<b>Date</b>		
State overall risk level assigned to the task <b>AFTER</b> 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"/>	

<b>Assessor(s):</b>	Jonathan Webb (Headmaster) Kevin Auger (Deputy Head) Andrew Hogg (Premises Manager)	<b>Signature(s):</b>	JMWebb
<b>Date:</b>	08/11/2020	<b>Review Date:</b>	31/01/2021

Distribution: All staff and on the schools website.

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

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

LIKELIHOOD