

Activity/ Situation	WIDER OPENING OF SCHOOL				
Location	Barlby High School				
Persons at Risk	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>✘ Social Distancing Measures Not Followed</li> <li>✘ Social Distancing Measures Not Followed During Travel to and from School</li> <li>✘ Inadequate Cleaning</li> <li>✘ Shared Resources</li> <li>✘ Staffing &amp; Spread of Coronavirus to Staff, CYP 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>✘ Fire and Intruder Alarms and Emergencies, Including Lockdown</li> <li>✘ School Activities</li> </ul>				
<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>					
<b>Social Distancing Measures Not Followed</b>					
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	<a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</a>	X	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the 2 metres rule is applied	Excess desks removed from classrooms. Teachers clean desks and chairs after each session.	X	<input type="checkbox"/>	<input type="checkbox"/>	
CYP use the same classroom or area of a setting throughout the day	Some students will need to move classrooms in order to access classrooms,	<input type="checkbox"/>	X	<input type="checkbox"/>	

	however, they remain socially distant, there are very small numbers of children and desks are cleaned after use.			
CYP and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups	Each day the consistent group is the form group. Staff will need to work with different groups of children.	X		<input type="checkbox"/>
CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	The same group each day is the form group, ability setting is being implemented however these sets will be very small.	X	<input type="checkbox"/>	<input type="checkbox"/>
The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff	Subject staff are on rotation with clear guidelines in place - see timetable	<input type="checkbox"/>	X	<input type="checkbox"/>
Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.		X	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to which lessons or classroom activities could take place outdoors		X	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Year 10 will only use the Annex and will move to classrooms using the outside of the building in a clockwise fashion.	X	<input type="checkbox"/>	<input type="checkbox"/>
The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded	System in place to ensure that only one person in the toilets.	X	<input type="checkbox"/>	<input type="checkbox"/>
Assembly groups staggered			<input type="checkbox"/>	X
Break times are staggered so that all CYP are not moving around the school at the same time	Only applicable if more than 14 children. There is enough space in the annex for adequate social	X	<input type="checkbox"/>	<input type="checkbox"/>

	distancing and outdoor spaces can be used.			
Lunch breaks are staggered	<p>We don't need to stagger lunch breaks as Year 10 will leave the site before lunch time.</p> <p>Key worker/vulnerable children have been able to socially distance at lunch time.</p>	<input type="checkbox"/>	<input type="checkbox"/>	X
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity	If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place	X	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors	Year 10 students enter through side gate, supervised by a number of staff on their walk to the annex. Hand sanitizer available enroute.	X	<input type="checkbox"/>	
Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)	Consideration given but no additional measures needed	X	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered	<p>Year 10 enter through side gate. Very open area to allow for social distancing. Supervised by staff on the way across to the annex.</p> <p>Key worker/vulnerable children enter school through reception and go</p>	X		<input type="checkbox"/>

	straight to Hall where they are socially distant.			
Parents and CYP are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Parents fully communicated with	X	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	In letter format	X	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	There are four external entrances/exits in annex	X	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff working in Offices are adequately distanced, are on rota or are working from home		X	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained		X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and CYP encouraged to walk or cycle to their education setting where possible	Letter sent to parents	X	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required		X	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times		X	<input type="checkbox"/>	<input type="checkbox"/>
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers	Transport provider risk assessment shared with us	X	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts		<input type="checkbox"/>	<input type="checkbox"/>	X
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)		X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning</b>				
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this		X	<input type="checkbox"/>	<input type="checkbox"/>

Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	Member(s) of cleaning team on site throughout the day. Staff wiping down tables and chairs after each session.	X	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use		X	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Pedal bins used for Year 10 and emptied regularly.	X	<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		X	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and CYP use		X	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it		X	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere		X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	Stationery provided in named wallets.	X	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books		X	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Staff encouraged not to bring these devices into school	X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staffing &amp; Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors</b>				
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to serious underlying health conditions have been advised by their clinician to shield and are supported at home as much as possible		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable are not expected to attend work and can work from home.		X	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable if stringent social distancing cannot be adhered to, they are not expected to attend site		X	<input type="checkbox"/>	<input type="checkbox"/>

If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting		X	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued		X	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	X	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after		X	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately	Bins regularly emptied	X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
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	<a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	HOY office in Annex to be used for Year 10 student. Small office area at entrance to MFL block used for key worker/vulnerable children.	X	<input type="checkbox"/>	<input type="checkbox"/>
If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else		X	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	X	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital		X	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves		X	<input type="checkbox"/>	<input type="checkbox"/>

(and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell				
Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people		X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Children, young people, 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		X	<input type="checkbox"/>	<input type="checkbox"/>
When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario	X	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation		X	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms.	X	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	If anyone in the household develops a fever or a new continuous cough they are advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>	X	<input type="checkbox"/>	<input type="checkbox"/>

	(which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)			
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean		X	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted		X	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	<a href="#">Guidance on hand cleaning</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> because in normal circumstances CYP should not be using alcohol based hand cleansers		X	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day	This is not practical; however, children only visit the toilet on their own and are asked to thoroughly wash their hands after use.	<input type="checkbox"/>	X	<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	X	<input type="checkbox"/>	<input type="checkbox"/>

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

Keep toilet ventilation in operation as much as possible while building is occupied		X	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air			<input type="checkbox"/>	X
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	X	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire and Intruder Alarms and Emergencies, Including Lockdown</b>				
All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)	As part of initial induction on 15th June/staff briefing	X	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available		X	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details		X	<input type="checkbox"/>	<input type="checkbox"/>
CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations		X	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts		X	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		X	<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 X		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High	Med	Low X
Is the risk adequately controlled with existing control measures		Yes X		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes X		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>		
Teachers clean desks/chairs after every session	JEC to communicate to staff	By 15/06/20		

Students leave classroom through outside doors, move in a clockwise direction and don't enter new classroom until furniture has been cleaned.	JEC to communicate to staff and students	By 15/06/20
Children don't bring own stationery, this is provided in named wallets.	JEC to communicate to staff and parents	By 15/06/20

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	<b>High</b> <input type="checkbox"/>	<b>Med</b>	<b>Low</b> <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	

<b>Assessor(s):</b>	Julie Caddell Principal Paul Cannovan Chair of LGC	<b>Signature(s):</b>	Julie Caddell Paul Cannovan
<b>Date:</b>	04/06/20	<b>Review Date:</b>	18/06/20

**Distribution:**

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

**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**