

Activity/ Situation	COVID SECURE ARRANGEMENTS				
Location	Ermysted's Grammar School				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<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>✘ 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>				
	CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO
<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>In considering all of the below risks and potential control measures, please be mindful of your duties under the <a href="#">Equality Act</a> by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>					
<p><b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></p>					
		<b>School comments have been added in red in this column</b>			
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		All teaching takes place in Year Group bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		Pupils who arrive at the School early are assigned to designated areas. Seating plans are recorded for every lesson. Every pupil has an allocated numbered seat in the Refectory for lunchtime. Pupils are separated by Year Group in the bus waiting area at the end of the school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Distinct groups or 'bubbles' that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	Classes in Year 7 and Year 8 are based in four specific rooms each which can accommodate the whole group between them. Tables and chairs rearranged to face in the same direction and excess furniture removed in some cases to maximise the space available. Year 8 are having Science lessons in laboratories from June 2021 with additional cleaning taking place between sessions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Year Group bubbles were established for September 2020 and have remained central to the structure of the day, the use of accommodation and movement around the site.	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	Sharing and interaction between classes within Year Group bubbles is inevitable in Year 9 and above owing to optional subjects. All rooms are cleaned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	between any change of Year Group. Toilet facilities have been separated by Year Group.			
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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Mixing into wider groups refers only to the four classes within Year Group. Pupils travelling on school buses have designated seats.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	Siblings are by definition in different Year Groups (except for twins).	<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	A basic component of secondary school education.	<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	Guidance issued to all staff and pupils. Signage all around the site. 2 metre spacing established in classrooms between teaching areas and pupils. Screens introduced in the very small number of rooms where this is not possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of interactions or changes are minimised wherever possible	Changes are inevitable between subject specialists.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Signage all around the site.	<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	Guidance issued to staff. Teaching staff advised: to remain behind desk in classrooms where possible;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>to minimise movement around the classroom; to avoid face-to-face contact. 2 metre spacing established in classrooms between teaching areas and pupils.</p> <p>All staff advised that close contact has been redefined as a cumulative 15 minutes during one day rather than a single period. SLT aware of this for contact tracing.</p>			
Staff in Secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible	Guidance issued to staff.	<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 with other increased hygiene protocols in place to minimise the risk of transmission	Currently only one pupil involved and staff trained accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	Only one student requires consistent support in this way and the two staff involved have full appropriate guidance.	<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	Most classrooms are normally laid out with that orientation; those which were not have been adjusted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Applied where practical recognising logistical constraints and requirement for such furniture to be positioned somewhere else.	<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	Assemblies are typically delivered remotely. Exceptions are the regular Year 12 and Year 13 lectures (restricted to Year Group bubbles) which	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	continue with students spaced in large well ventilated venues.			
The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building	Year 7 and Year 8 based in single rooms per form (with the exception of a minimal number of Science lessons, IT and PE) and movement of other Year Groups limited 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered		<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 that staff maintain 2 metres distance from each other	Staff advised not to use communal areas.	<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	All meetings are being conducted virtually. All staff have been provided with devices and webcams to allow them to participate.	<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	Arrangements for staggering introduced but limited by practical operation and timing of public transport and school buses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Parents are not allowed onto the school site unless collecting a pupil who is unwell.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	Signage provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

entrance to use, only one adult per family should enter school grounds to drop off or collect)				
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)	This was explained to parents at the start of September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake educational day visits	The first activities that are planned are for separate groups of pupils in Year 7 and Year 8 in late July ensuing continued separation of the Year Group bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are kept within their consistent groups (bubbles) for the purpose of the domestic residential educational visit	Year 7 and Year 8 visit on different days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new visit are advised to ensure that any new bookings have adequate financial protection in place	Commitments are minimal and limited to coaches – risk recognised and accepted in context of the potential benefits of pupils outing. Risk may be reduced number in the event of isolations and unlikely to be complete cancellation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools do not go on any international visits this academic year up to and including 5 September 2021	No visits are planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will work to resume all before and after-school educational activities and wraparound childcare for pupils		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
From 17 May, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number	No wraparound provision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smaller groups should be considered when it is not possible to keep children in consistent groups every time they attend the setting	No wraparound provision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When considering appropriate group sizes important factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation are taken into account	Guidance shared repeatedly to maximise ventilation in all rooms throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities taking place outdoors can happen in groups of any number	No wraparound provision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: <ul style="list-style-type: none"> <li>• advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.</li> <li>• encourage them to check providers have put in place their own protective measures</li> <li>• send them the link to the guidance for parents and carers</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have: <ul style="list-style-type: none"> <li>• considered the relevant government guidance for their sector</li> <li>• put in place protective measures</li> </ul>	No external lettings have been permitted since March 2020 and none are planned before September 2021 at the earliest.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<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	This is not practical for the majority of pupils given distance of their homes from the School.	<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	All guidance has been reinforced and shared with parents and pupils.	<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	Part-time Technicians are working full time with extra hours to include cleaning of materials and surfaces in their specialist areas. Additional cleaners on-site throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently touched surfaces, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Additional cleaners on-site throughout the day.	<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	Additional cleaners on-site throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bins for tissues and other rubbish are emptied throughout the day	Additional cleaners on-site throughout the day.	<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		<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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Staff asked to carry personal supplies around with the. Pupils instructed to bring own equipment and not to share.	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	Equipment in Food Technology, Art and Design Technology is cleaned between classes by Technicians. Equipment in Science is cleaned between classes by Technicians and cleaners. Sports equipment and Musical equipment (currently only keyboards) is cleaned between classes by pupils and staff following use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils should limit the amount of equipment they bring into school each day, including essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy)	Guidance given.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

cleaning or disinfecting is not possible or practical, resources will be either: <ul style="list-style-type: none"> <li>• restricted to one user</li> <li>• left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul>				
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	Protocols established for submission and marking of work on line to avoid staff carrying pupils books. All stakeholders advised not to share resources.	<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	The School has purchased and issued individual laptop devices for each member of staff to avoid sharing. Individual webcams issued to all staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Guidance information has been shared repeatedly with staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	Guidance information has been shared repeatedly with staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> <li>• they have one or more <a href="#">coronavirus (COVID-19) symptoms</a></li> <li>• a member of their household (including someone in their <a href="#">support bubble</a> or <a href="#">childcare bubble</a></li> <li>• if they have one) has coronavirus (COVID-19) symptoms</li> <li>• they are required to <a href="#">quarantine having recently visited countries outside the Common Travel Area</a></li> <li>• they have had a positive test</li> <li>• have been in close contact with someone who tests positive for coronavirus (COVID-19)</li> </ul>	Guidance information has been shared repeatedly with staff, parents and pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School makes everyone onsite or visiting aware that they must immediately cease to		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>the start of their symptoms the start of their symptoms</li> <li>the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school)</li> </ul>	<p>Guidance shared with anybody visiting the site.</p>			
<p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia</p>	<p>Guidance shared with parents of pupils in written communication concerning isolation, and with staff affected at the point of discussing return.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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 will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required</p>	<p>Whenever a positive case has been advised to the School it has been reported to PHE and the appropriate internal protocols have been followed up. This includes the identification of pupils for isolation based on seating plans and contact time. On each occasion the Senior Leadership Team have made and will make contact with all of the parents involved to ensure isolation as required by health guidelines.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p>An established practice as part of pastoral care.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission	Guidance information has been shared repeatedly with staff, parents and pupils. This guidance will be repeated during the lateral-flow testing period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	The School has lists of pupils in the appropriate health categories.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions	Staff have been provided with guidance and advised to discuss their position with the Headmaster.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the CEV 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. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible	Staff have been provided with guidance and advised to discuss their position with the Headmaster. Individual Risk Assessments will be carried out if required on a case by case basis – provision for one individual currently in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings	The Headmaster has asked staff to advise him directly of any such circumstances which require further consideration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission	Guidance information has been shared repeatedly with staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home	Guidance information has been shared repeatedly with staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19) where it is not possible to work from home, these staff can attend school as long as the <a href="#">system of controls</a>	Guidance information has been shared with staff. The Headmaster and School Business Leader continue to monitor the need for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	controls which might be appropriate.			
Pregnant women are in the 'clinically vulnerable' category	The Headmaster has contacted all female staff to share guidance and asked that any to whom it applies discuss the situation in confidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We currently advise, due to the increased risk of serious illness and premature birth after 28 weeks gestation arising from Covid, that pregnant colleagues in their 3 <sup>rd</sup> trimester do not attend a physical workplace. Therefore, from now on pregnant employees in their 3 <sup>rd</sup> trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28 <sup>th</sup> week of pregnancy	The Headmaster has contacted all female staff to share guidance and asked that any to whom it applies discuss the situation in confidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing	Preventative and precautionary measures have been shared with staff on multiple occasions and the School's Risk Assessments shared by email prior to return. Independent confidential counselling support is also available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers may be used to support the work of the school, as would usually be the case	Counselling is taking place remotely. That which continues on site is conducted in accordance with the same protocols for contact and cleaning as apply in teaching environments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 minimise contact and maintain as much distance as possible from other staff	Peripatetic teachers have been working remotely during the Autumn and Spring Terms. The position was reviewed on 16 April and they have	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	been allowed to return but given strict guidance on the protocols to be followed.			
Supply staff, volunteers and other temporary or peripatetic staff can move between schools.	The School's policy has been to minimise visitors to the site and this consideration has essentially not been necessary. The position was reviewed on 16 April and they will be allowed to return subject to complying with appropriate control measures on site.	<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: <ul style="list-style-type: none"> <li>be sent them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>be advised to follow the <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></li> <li>be advised to <a href="#">arrange to have a test</a> as soon as possible to see if they have COVID-19</li> </ul>	Staff providing medical support have instructions.	<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. A window should be opened for fresh air ventilation if it is safe to do so	Staff providing medical support have instructions. Dedicated Medical Room available. Additional ventilation installed in Medical Room. Arrangements in place for cleaning of the Medical Room once vacated.	<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 cleaned and disinfected using standard	Staff providing medical support have instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

cleaning products before being used by anyone else	Appropriate arrangements established for use of separate toilet which can be isolated following use.			
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)	Appropriate PPE available for staff in the Medical Room (see above).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household	Staff providing medical support have instructions. Contact tracing includes consideration of transport to/from school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result	Staff providing medical support have instructions. Only to be considered in extreme circumstances.	<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.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless: the symptomatic person subsequently tests positive <ul style="list-style-type: none"> <li>they develop symptoms themselves (in which case, they should self-isolate immediately and <a href="#">arrange to have a test</a>)</li> <li>they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) which is a legal obligation</li> <li>they have tested positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school</li> </ul>	The advice and guidance have been shared with the staff involved. Whilst PPE must be worn it is recognised that this in itself does not preclude or override the additional instructions. Staff have been made aware of Test and Trace protocols as a part of home-testing provision.	<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	Staff providing support have instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

use hand sanitiser after any contact with someone who is unwell				
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	Staff providing support have instructions as do cleaning staff.	<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. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	Guidance shared repeatedly with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School have received an initial supply of 10 PCR test kits before the start of the autumn term in 2020 and information about how to order to replenish this supply when they are running out	The School has a supply which can be replenished via an online portal if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	The School now has very substantial supplies – NYCC document out of date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines	Recognised and staff providing medical support have instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test	Guidance shared repeatedly with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate	Guidance shared repeatedly with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Staff providing medical support have instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	The School also has a supply of PCR test kits.			
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 shared repeatedly with parents, pupils and staff.	<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 <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)	Guidance shared repeatedly with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test	<p>Instruction shared repeatedly with parents, pupils and staff.</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>In reality most pupils and parents find out the identities from their own social media communications but names are not released by the School.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.	Guidance shared with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.	Guidance shared with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will	Guidance shared repeatedly with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

need to self-isolate for 10 days from the date of that contact				
Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period	Guidance shared repeatedly with parents, pupils and staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms 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 10 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 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days	Guidance shared repeatedly with parents, pupils and staff.	<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 10 days since they were last in close contact with that person when they were infectious	Appropriate detailed protocols in place for the identification of contacts. Action taken and followed up on several occasions since October.	<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	Process established and action taken immediately following notification of positive test results on several occasions.  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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including: <ul style="list-style-type: none"> <li>when they arrive at school;</li> <li>when they return from breaks;</li> <li>when they change rooms and before and after eating</li> </ul>	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Guidance shared with parents, pupils and staff. A significant range of additional handwashing facilities have been installed. Pupils are instructed to wash their hands on arrival at the School and all pupils are directed to wash their hands again before eating at lunchtime.	<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	Additional handwashing facilities (43 basins and sinks) installed. More than 120 wall-mounted hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	sanitiser dispensers installed.			
Alcohol based hand cleansers/gels 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> . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion	The School has a variety of hand cleansing and sanitising products available. Alcohol based cleaners are used in wall mounted dispensers. Other dispensers contain non-alcohol gels and soap products.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	Pupils are instructed to wash their hands on arrival at the School and all pupils are directed to wash their hands again before eating at lunchtime.	<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></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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils in schools do not need to wear a face covering		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Secondary schools face coverings should be worn by adults when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained	Government guidance is inconsistent. Ermysted's approach is that face coverings are strongly advised	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and encouraged but cannot be mandatory in the classroom. All staff and pupils have been instructed to continue to wear face coverings in corridors and communal areas where adequate distancing is not feasible.			
Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission	Guidance information has been shared.  Pupils wear face coverings and staff have been instructed to use them in preference or addition to visors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils are instructed to: <ul style="list-style-type: none"> <li>• not touch the front of their face covering during use or when removing it</li> <li>• dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)</li> <li>• place reusable face coverings in a plastic bag they can take home with them</li> <li>• wash their hands again before heading to their classroom</li> </ul>	Guidance information has been shared.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Guidance has been shared with parents, pupils and staff many times.	<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	Guidance shared with parents, pupils and staff.	<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 carefully	Guidance shared with parents, pupils and staff.	<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	The School has a supply for such circumstances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a process for when face coverings are worn within the school and how they should be removed	Instructions shared with pupils and staff. Pupils also required to wash their hands on arrival following removing coverings.	<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	Appropriate PPE available for staff in the Medical Room (see above).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing <a href="#">aerosol generating procedures (AGPs)</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
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"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	Contractors only allowed after the end of the school day, at weekends or in school holiday periods unless essential and without coming into direct contact with staff and pupils.  Exception made in March 2021 for contractors to continue and complete work on	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	repairs to Science Block roof.			
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	The School can control the activities of contractors whilst on site but has no method of controlling behaviours elsewhere. For example, the School would not know and cannot control several individuals from a contractor sharing a vehicle.	<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	If required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	The School can control the activities of contractors whilst on site but has no method of controlling behaviours elsewhere. For example, the School would not know and cannot control several individuals from a contractor sharing a vehicle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	Staff instructed to ensure windows and doors remain open (other than fire doors).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	Staff instructed to ensure windows and doors remain open (other than fire doors). Additional extractor fans integrated in Medical Room windows.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where possible, occupied room windows should be open	Staff given guidance.	<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 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 assist with creating a throughput of air	Staff given guidance.	<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	Staff given guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	Where applicable.	<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"/>
The school offers flexibility to allow additional, suitable indoor clothing	Staff and pupils advised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	Opportunities limited by desire to maintain spacing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Not suitable or necessary in classrooms given existing heating installations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Arrangements for Boarding Schools During Pandemic</b>				
Where pupils travel from abroad to attend a boarding school you will need to explain the rules to pupils and their parents before they travel to the UK		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Anyone who is not a British or Irish national, or who does not have the right to reside in the UK, who has travelled from or through a <a href="#">'red list'</a> country in the previous 10 days, is not permitted to enter the UK and should be told not to travel		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pupils travelling from amber list countries may quarantine at home or at accommodation provided by their school for 10 days	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils travelling from green list countries do not need to quarantine unless their COVID-19 test result is positive.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where pupils travel from red and amber list countries to attend boarding schools, the school needs to plan for their collection and transfer from their point of arrival and put in place suitable arrangements for their quarantine, which may be in the school's boarding accommodation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Boarding pupils should not use public transport if they are symptomatic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In the case of any localised outbreaks, we expect them to keep the residential provision open if at all possible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School maintain safe staff ratios, particularly for those pupils or students whose needs mean that they are safer remaining in the setting than returning home	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input type="checkbox"/>		No <input 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 checked="" type="checkbox"/>	Low <input 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>	Alan Wooley School Business Leader	<b>Signature(s):</b>	
<b>Position(s):</b>	Alan Coney Premises Manager		
<b>Date:</b>	7 June 2021	<b>Review Date:</b>	Continuous depending on Government guidance

**Distribution:**

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

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