

Activity/ Situation	WIDER OPENING OF SCHOOL			
Location	Moorside Primary School and Nursery			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Inappropriate Social Distancing Measures Not Followed ✗ Inappropriate Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors & Spread of Coronavirus ✗ Inadequate Ventilation ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
Inappropriate Social Distancing Measures Not Followed				
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to.	Early Years Foundation Stage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social distancing of children in Moorside classrooms – Children will be in bubble groups of no more than 15 – This means that a child who is in school for part of the week (Nursery) will only mix with the same 14 other children and the same adults. *Hall – 12 (taking social distancing measures into consideration). *Dining area – 8 (taking social distancing measures and 'bubble group of 15' into consideration)	DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Children to use the same classroom throughout the day, and have designated desk space to use when necessary.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 6 children in attend school from 1.6.20 to support anxiety around transition with further intakes on 15 th June, 29 th June and 6 th July– staff to ensure that social distancing and risk reducing procedures are effective with older children.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups *No more than 15 at any stage during the week		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrap around care will be provided in ‘bubbles’ to ensure that groups are not mixed.				
Children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The same teacher(s) and other staff are assigned to each group and, as far as possible.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff positioning – standing behind pupils, working from above pupils.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the EYFS, staff will reduce physical contact with children wherever possible, whilst keeping to the principles of the EYFS to provide a suitable level of care for the children.				
As per the guidance for educational settings, children in the EYFS are not expected to comply with social distancing measures. In the EYFS, rigorous cleaning and hygiene measures will reduce the likelihood of spreading Covid-19				
Staff and pupils are reminded that they must not touch their faces, ears etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to which lessons or classroom activities could take place outdoors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environments has been used to reduce movement around the school or building		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of children who use the toilet facilities at any one time are limited to ensure they do not become crowded		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Each 'bubble' will have their own designated cloakroom and toilets to reduce mixing groups of children.				
Break times are staggered so that all children are not moving around the school at the same time		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered – 20 minutes outside per group. Each 'bubble' has their own outdoor play resources which will be cleaned daily.	Children should clean their hands beforehand and lunch will be brought to their classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity	Children will do PE outside and not be in the hall. Assemblies will be carried out via 'Zoom' so that 'bubbles' are not mixed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One -way system around the school building marked with arrows on the walls.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents told that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Siblings should not accompany the parent when dropping off or picking up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Phone calls to parents or staff for communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and children are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the EYFS, parents will be encouraged to drop off and pick up from the outside areas to encourage a natural transition between home and the outdoor classroom.				
External entrances to classrooms are used where practical.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff working in offices are adequately distanced		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited to 6. Additional staff room facilities provided.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inappropriate Social Distancing Measures Not Followed During Travel to and from School				
Parents and children encouraged to walk or cycle to their education setting where possible		<input checked="" type="checkbox"/>	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate, for instance; to agree pick-up and drop-off times and which entrances will be used.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning				
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues are emptied 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"/>
Disposable tissues are available in each room for both staff and children to use		<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 checked="" type="checkbox"/>	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checklists to be used across the setting for cleaners to ensure rigour and consistency.				

Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
Staff will have training prior to wider school opening in new systems, including fire safety.				
Children who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues will be put in a bin immediately		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and adult's temperatures are scanned if a temperature is suspected at any time during the school day. Temperature should be between 36.4 and 37.5 degrees. Children's temperatures are scanned daily, if they have been in a bubble with another children prior to a parent/carer's test being confirmed as positive (but the child has not been symptomatic or tested positive and is in quarantine).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Becoming Unwell				
If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance	COVID-19: guidance for households with possible coronavirus infection guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	Use of wet room-external access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the child.	Agree PPE storage space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the child is seriously ill or injured or their life is at risk.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If members of staff become ill, ratios of children to adults will be reviewed.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Developing Symptoms</p>				
<p>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</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When a child or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation</p>	<p>All staff and children will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the child or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.</p>	<p>The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Hand Washing/Personal Hygiene</p>				
<p>Staff/children/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The 'catch it, bin it, kill it' approach is promoted. Wash hands with liquid soap & water for a minimum of 20 seconds. Where necessary, children will be reminded and encouraged of the importance of good hygiene.</p>	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances children should not be using alcohol based hand cleansers</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration should be given to allocating toilets and sinks to 'bubble' groups of children where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day</p>	<p>This needs to be done first thing in the morning, after breaks and after lunch at least</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Personal Protection & PPE</p>				
<p>PPE will need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p>PPE ordered/in stock – in central place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Visitors & Spread of Coronavirus</p>				
<p>Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by 'zoom'.</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All visitors must make pre-arranged appointments or they will not be allowed on site</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Ventilation</p>				
<p>Ventilation of spaces secured with outdoor air</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure regular airing with windows (even in mechanically ventilated buildings)</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Keep toilet ventilation in operation as much as possible while building is occupied. Avoid open windows in toilets to assure the right direction of ventilation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and children to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary.		<input checked="" type="checkbox"/>	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Activities				
Children should 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or outdoors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
To be reviewed in line with government guidance	Claire Rowett	13.5.20		
To be reviewed in line with government guidance/further intakes of pupils.	Claire Rowett	10.6.20		
To be reviewed in line with government guidance/further intakes of pupils.	Claire Rowett	29.6.20		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>

Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Assessor(s):		Signature(s):	
Position(s):			
Date:		Review Date:	
Distribution:			

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

POTENTIAL OUTCOME

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

LIKELIHOOD

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

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD