Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020			
Location	**New Marske Primary School** **Birkdale road** **New Marske** **Redcar** **TS11 8BN**			
Persons at Risk	**Pupils ☒**	**Employees ☒**	**Visitors ☒**	**Contractors ☒**
HAZARD(S)	*Note: this list is not exhaustive and must be adapted for your own needs* ✖ **Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed** ✖ **Social Distancing Measures Not Followed During Travel to and from School** ✖ **Inadequate Cleaning/Sanitising** ✖ **Shared Resources** ✖ **Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors** ✖ **Site User Becoming Unwell** ✖ **Site User Developing Symptoms** ✖ **Inadequate Hand Washing/Personal Hygiene** ✖ **Inadequate Personal Protection & PPE** ✖ **Visitors, Contractors & Spread of Coronavirus** ✖ **Inadequate Ventilation**			

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
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.				
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed				
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	Details;- Single bubbles in year groups N, R, Y1, Y2, Y3, Y4 and a joint bubble in Y5&6	☒	☐	☐
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. • Football club started 16th October • Zumba club starting 4th November	Class lists Breakfast club lists Football club 16th October Zumba club 4th November	☒	☐	☐
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).	Single bubbles in year groups N, R, Y1, Y2, Y3, Y4 and a joint bubble in Y5&6 (this group will predominantly work in separate groups, but can join for dinner, breakfast	☒	☐	☐

	club and afterschool clubs).			
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).	Full sized class groups will be bubbles. BTN – 11, N – 26, R - 17, Y1-23, Y2 -30, Y3 – a17, b17, Y4 – 23, Y5 a 21 b21, Y6 – a17, b 18	☒	☐	☐
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups	Class sized groups for BTN, N, Y1, Y2, Y3, Y4	☒	☐	☐
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	Detailed in the school's routines document	☒	☐	☐
Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible	Detailed in the school's routines document	☒	☐	☐
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		☒	☐	☐
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	Timetable to allocate dining space and playtimes. Classes to work with class teacher in first half term with movement of teachers cover and TAs for PPA	☒	☐	☐
Siblings may be in different groups		☒	☐	☐
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	PPA timetable and staff cover timetable available	☒	☐	☐
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		☒	☐	☐
Where possible adults maintain a 2 metre distance from each other, and from children		☒	☐	☐
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Staff to be aware of direct close contact Proximity contact Reminders provided in team and staff meetings • Staff reminded in team and staff meetings	☒	☐	☐

Within the classroom a distance between people is maintained so far as reasonably practical	Special consideration given to N and Y2 due to larger classes Larger classes accommodated in larger classrooms	☒	☐	☐
Face to face contact time is reduced and limited to no more than 15 minutes duration		☒	☐	☐
Pupils are seated side by side and facing forwards, rather than face to face or side on	School's routines document	☒	☐	☐
Staff will work side on to pupils as opposed to face to face whenever possible	School's routines document If close contact is needed a mask or visor can be worn	☒	☐	☐
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Risk assessment provided for pupils with complex needs, if needed	☒	☐	☐
Unnecessary furniture has been moved out of classrooms to make more space		☒	☐	☐
Large gatherings such as assemblies or collective worship with more than one group do not take place		☒	☐	☐
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	Timetable provided	☒	☐	☐
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Entrance N&R – 8:30am Y5&6 – 8:40am Y1&2 – 8:50am Y3&4 – 9:00am Exit N&R – 2:45am Y5&6 – 2:55am Y1&2 – 3:05am Y3&4 – 3:15am	☒	☐	☐
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Regular text messages sent to parents Information about routines provided in newsletter and other correspondence	☒	☐	☐
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)		☒	☐	☐

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)	Information shared with parents via parent mail	☒	☐	☐
External entrances to classrooms are used where practical	All classes enter via external entrances No gathering in playground prior to the school day	☐	☐	☐
Break times are staggered so that all pupils are not moving around the school at the same time	See playtime timetable	☒	☐	☐
Lunch breaks are staggered	See lunchtime timetable – packed lunched in classrooms, school meals in hall in segregated areas	☒	☐	☐
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	Limited number of staff in staffroom Staff lunchtimes staggered New seating arrangement organised from the 19th October	☒	☐	☐
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.		☒	☐	☐
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust New risk assessment received from NYCC	☒	☐	☐
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Most pupils walk or cycle to school	☒	☐	☐

Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers	☒	☐	☐
Inadequate Cleaning/Sanitising				
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		☒	☐	☐
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Teacher daily protocols to establish routines for teachers cleaning classroom areas. Reminder's provided in staff briefing document	☒	☐	☐
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use		☒	☐	☐
Bins for tissues and other rubbish are emptied throughout the day	As established in the caretaker's schedule	☒	☐	☐
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	PPE stored in staffroom	☒	☐	☐
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it		☒	☐	☐
Shared Resources				
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	All pupils and staff to have their own equipment	☒	☐	☐
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	Resources divided amongst classes, with the limited shared resources cleaned regularly	☒	☐	☐
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	Quarantine box used for books	☒	☐	☐
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school		☒	☐	☐
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided,	As detailed in the teacher's protocol document	☒	☐	☐

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				
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	As detailed in the teacher's protocol document	☐	☐	☐
Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)	☒	☐	☐
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1st August. 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	Clinically extremely vulnerable Individual risk assessments provided for clinically extremely vulnerable staff	☒	☐	☐
Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible	Clinically-vulnerable people Individual risk assessments are needed and guidance must be sought • Maternity RA provided and discussed with applicable staff	☒	☐	☐

Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	Bilingual TA used from supply agency. The same TA is used 3 days a week. Safety plans to be shared with this member of staff	☒	☐	☐
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment Meeting room to store PPE equipment	☒	☐	☐
Site User Becoming Unwell				
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection	☒	☐	☐
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	Isolated pupils to go to the meeting room. If that room has an isolated pupils in, the SBMs office will be used if available.	☒	☐	☐
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 cleaning products before being used by anyone else	Unisex toilet to be used	☒	☐	☐
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	☒	☐	☐
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital		☒	☐	☐
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case,		☒	☐	☐

they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.				
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell		☒	☐	☐
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	COVID-19: cleaning of non-healthcare settings guidance D10 solution to be used in school	☒	☐	☐
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	Reminders sent in newsletters/briefing notes	☒	☐	☐
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	Reminders sent in newsletters/briefing notes	☒	☐	☐
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Reminders sent in newsletters/briefing notes	☒	☐	☐
Parents and staff are asked to inform the school immediately of the results of a test	Reminders sent in newsletters/briefing notes	☒	☐	☐
If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating		☒	☐	☐

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 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 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace	☒	☐	☐
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious	Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person	☒	☐	☐
Public Health England is clear 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	General temperature taking not to be used, but pupils who present as being ill will have their temperature taken.	☒	☐	☐
Inadequate Hand Washing/Personal Hygiene				

Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	☒	☐	☐
Hands are washed with liquid soap & water for a minimum of 20 seconds	Daily reminders for pupils	☐	☐	☐
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		☒	☐	☐
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Classes allowed one use of hand sanitizer per day with hand washing used at all other times.	☒	☐	☐
The 'catch it, bin it, kill it' approach is very important and is promoted		☒	☐	☐
Disposable tissues are available in each room for both staff and pupil use		☒	☐	☐
Bins (ideally lidded pedal bins) for tissues are available in each room	Separate yellow hazard bags to be placed in each classroom	☒	☐	☐
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	Limited issue with school, but consideration will be given to how this related to some of our EHCP pupils. Issues linked to spitting will be included in the behaviour policy	☒	☐	☐
Inadequate Personal Protection & PPE				
Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	Face coverings can be used when applicable by staff	☒	☐	☐

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	safe working in education, childcare and children's social care	☒	☐	☐
Pupils and staff who use them are required to remove face coverings on arrival at school		☒	☐	☐
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings		☒	☐	☐
Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom		☒	☐	☐
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site		☒	☐	☐
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	All visitors who will work in school will be taken through one way system and hand washing procedures within school	☒	☐	☐
Where visits can happen outside of school hours, they are arranged as such		☒	☐	☐
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		☒	☐	☐
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	☒	☐	☐

A record is kept of all visitors	School entry system	☒	☐	☐
Inadequate Ventilation				
Ventilate spaces with outdoor air		☒	☐	☐
Where possible, occupied room windows should be open.	Doors in classroom to be closed, but windows opened by the caretaker upon entry to school. As we move into the winter months, classes can close doors and window if it is too cold, but must ventilate the classroom at playtime, dinner time and during a sessionnin the afternoon.	☒	☐	☐
Keep toilet ventilation in operation as much as possible while building is occupied		☒	☐	☐
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Brainspace and Y3 classroom	☒	☐	☐
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	☒	☐	☐

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes ☒		No ☐
What is the level of risk for this activity/situation with existing control measures	High ☒	**Med** ☐	Low ☐
Is the risk adequately controlled with existing control measures	Yes ☒		No ☐
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes ☒		No ☐

ACTION PLAN (insert additional rows if required)	**To be actioned by**	
Further control measures to reduce risks *so far as is reasonably practicable*	**Name**	**Date**
Socially distanced twilight staff meeting to detail the steps for September for staff	**J. Dooris**	**14th July**
Letter to parents detailing plans for September	**J. Dooris**	**15th July**
SBM to arrange delivery of PPE for September start	**M. Rafferty**	**31st July**
Risk Assessment to be placed on website	**J. Dooris**	**31st August**
Letter to parents detailing entry plans and safety measures for the new term	**J. Dooris**	**1st September**

Teacher routines document shared with staff (PD Day)	**J. Dooris**	**2nd September**
Routines reminders send out in every staff briefing	**J Dooris**	**Weekly**
Meeting with caretaker to confirm morning routines	**J. Dooris & C Tranter**	**11th September**
Reminder about close and proximal contact in school (team meeting)	**J. Dooris**	**6th October**
Review of risk assessment with staff	**J. Dooris**	**13th October**
Invite send to NHS to review processes in school	**M. Rafferty**	**21st October**
Review of risk assessment	**J. Dooris**	**23rd October**

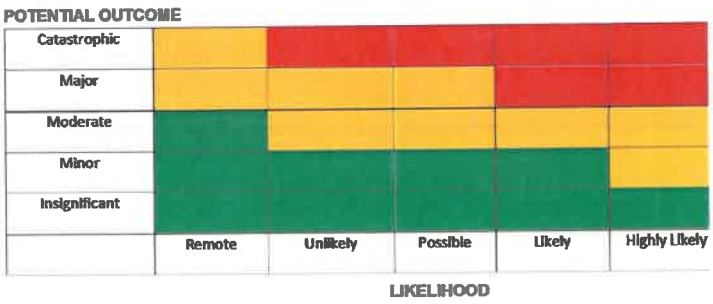
State overall risk level assigned to the task **AFTER** implementation of control and action plan measures taken as a result of this risk assessment	High ☒	Med ☐	Low ☐
Is such a risk level deemed to be as low as reasonably practical?	Yes ☒	No ☐	
Is activity still acceptable with this level of risk?	Yes ☒	No ☐	
If no, has this been escalated to senior leadership team?	Yes ☒	No ☐	

Assessor(s): **Position(s):**	John Dooris Head Teacher	**Signature(s):**	
Date:	23rd October 2020	**Review Date:**	13th November 2020

Distribution:

- **Debra De Muschamp**
- **Rebecca Pass**
- **Chair of Governors (Yvonne Joy)**
- **Health and Safety Governor (Michael Bateman)**
- **Caretaker**

Risk rating	Action
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