

| Activity/ Situation | WIDER OPENING OF SCHOOL | | | |
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| Location | Scarborough UTC – from 7 th September 2020 | | | |
| Persons at Risk | Pupils ☒ | Employees☒ | Visitors ☒ | Contractors ☒ |
| HAZARD(S) | <ul style="list-style-type: none"> ✘ 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 |
| <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> | | | | |
| <p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p> | | | | |
| <p>Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</p> | <p>Students are grouped as follows: year 10, year 11 and sixth form. Each group will work in their building zone almost exclusively. Where movement to specialist facilities is necessary this will be carefully managed to prevent contact outside the group.</p> | ☒ | ☐ | ☐ |
| <p>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</p> | <p>Year groups as in Bromcom.</p> | ☒ | ☐ | ☐ |
| <p>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</p> | <p>See above.</p> | ☒ | ☐ | ☐ |
| <p>Whatever the size of the group, they are kept apart from other groups and older children are</p> | | ☒ | ☐ | ☐ |

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| encouraged to keep their distance within their groups | | | | |
| 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 | Use of zones and careful management of the use of specialist facilities. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport | Mixing has to occur due to transport issues however during college time year groups will not mix, including staggered break and lunchtimes. | <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 | Necessary due to size of staff and subject specialisms. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Siblings may be in different groups | | <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 | All learning spaces will be set out to facilitate distancing wherever possible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where possible adults maintain a 2 metre distance from each other, and from children | As a guide for staff, green tape has been fitted to floors in all learning spaces to indicate the 2 metre distance to the nearest student seat. In some classrooms where there are front facing desks and PCs, there will be a single tape line for front facing desks and a double line marking for when there is PC use by students. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration | Face coverings and visors provided where staff are working one to one with children. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Within the classroom a distance between people is maintained so far as reasonably practical | This will be difficult due to classroom size within the zones. Students will be sat in rows. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Face to face contact time is reduced and limited to no more than 15 minutes duration | Face coverings and visors provided where staff are working one to one with children. | <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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Staff will work side on to pupils as opposed to face to face whenever possible | | <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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unnecessary furniture has been moved out of classrooms to make more space | | <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 | Main hall will be adapted to facilitate assemblies using separate chairs rather than the bleacher seating. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The timetable and selection of classroom or other learning environment has been used to reduce movement around the building through the use of zones. | Colour coded year group zones in line with attached plan; pink zone, year 10; orange zone, year 11; green zone, sixth form | <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) | Letter to parent and signage on doors. Parents tend not to drop off anyway. | <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"/> |
| The number of students who use the locker areas at any one time are limited to ensure they do not become crowded | Lockers are distributed in zones to prevent mixing between groups. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The number of students who use the toilet facilities at any one time are limited to ensure they do not become crowded | Toilet management procedures in place during lessons. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assembly groups staggered | Year group assemblies to be held in the main hall using spaced seating rather than bleacher seating. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Break times are staggered so that all students are not moving around the school at the same time. | Students will break in their year group staggered through an extended period. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lunch breaks are staggered | Students should wash their hands beforehand. They will take lunch in the restaurant in their year group. The restaurant tables will be cleaned down afterwards. Zoono will be used in this | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | area. | | | |
| Canteen till has protective screen fitted. | Catering staff to wear full PPE. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to one-way circulation, or placing an appropriate divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. | Each zone has its own stairway to be marked as such. Use of zones will minimise use of corridors by different groups. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Drop-off and collection times staggered considered in the light of school transport arrangements. | Yes – CYP and parents invited in on appointment only. | <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 wherever possible. If they have to accompany the parent they must follow social distancing guidelines | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents' drop-off and pick-up protocols planned to minimise adult to adult contact | Oral guidance provided directly to parents. | <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) | Oral guidance provided directly to parents. Signage on doors. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| External entrances to classrooms are used where practical | No external entrances. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Staff working in Offices are adequately distanced. | Training provided on guidance. | <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 social distancing is maintained | Single occupancy in the kitchen area. Use window to check. Signage. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene | Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | for Physical Education and the Youth Sport Trust | | | |
| Social Distancing Measures Not Followed During Travel to and from School | | | | |
| Parents and students encouraged to walk or cycle to their education setting where possible | | <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 | safer travel guidance for passengers | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Face coverings are required at all times on public transport for children, over the age of 11 | Letter sent to parent/carers and link to EY bus website included for parent info. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | Cleaning schedule provided and attached to Risk assessment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal | Cleaning schedule provided and attached to Risk assessment. | <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. AT entry and exit times for students, beginning and end of the day once SLT on duty barriers are down to reduce risk. | Cleaning schedule provided and attached to Risk assessment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bins for tissues and other rubbish are emptied throughout the day, stored for 72 hours, double bagged and PPE provided for cleaner. | Cleaning schedule provided and attached to Risk assessment. Specialist bins for Covid waste ie tissues provided in every learning space. | <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 | Monitored by site manager. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disposable tissues are available in each room for both staff and CYP use, using separate dispensers. | Monitored by site manager. | <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 | Cleaning schedule provided and attached to Risk assessment. | <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 | Cleaning schedule provided and attached to Risk | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| using it | assessment. | | | |
| Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere. If CYP brings an object from home it should be stored securely and returned at the end of the day. | All spaces reviewed and adapted according with guidance. | <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 | Sofas to be removed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Water fountains are difficult to maintain hygiene therefore water replenishment system introduced. | Agreed system in place that all follow – water bottled provided. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 students have their own pencil case. | <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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones in to school and use their locker as normal. | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources | | <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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staffing & Spread of Coronavirus to Staff, CYP 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19) | | | |
| Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 st 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 are needed and guidance must be sought | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils | Consider longer engagement of supply staff to minimise movement between sites | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19 | All first aiders have been issued with PPE for this purpose. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site User Becoming Unwell | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 College absence procedures followed in all cases. | <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 | If it is not possible to isolate them, move | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 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. | them to an area which is at least 2 metres away from other people | | | |
| 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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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) | All first aiders have been issued with PPE for this purpose. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people | COVID-19: cleaning of non-healthcare settings guidance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | Site manager notified. Cleaning schedule provided and attached to Risk assessment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 | | <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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>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</p> | | | | |
| <p>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)</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Parents and staff are asked to inform the school immediately of the results of a test</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p> | <p>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</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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</p> | <p>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</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | <p>unprotected physical contact (skin-to-skin)</p> <p>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</p> | | | |
| 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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Hand Washing/Personal Hygiene | | | | |
| Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean | <p>Installation of handwash/sanitising stations at the two student entrances. Clear guidance on reception and around the building. Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils. Hand sanitiser will be provided in every classroom, offices and reception.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hands are washed with liquid soap & water for a minimum of 20 seconds | | <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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion. | <p>Skin friendly skin cleaning wipes can be used as an alternative</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>The 'catch it, bin it, kill it' approach is promoted</p> | <p>CATCH IT <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p>NHS</p> <p>Clear guidance on reception and around the building.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Disposable tissues are available in each room for both staff and pupil use</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Bins (ideally lidded pedal bins) for tissues are available in each room</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day</p> | <p>Toilets allocated to year groups in the zones, see plan. Access during lessons to be through usual process of obtaining key from reception. Sanitising process in place for these keys.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Hands must be dried properly to prevent infection and drying out.</p> | <p>Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk. Oral guidance provided directly to parents.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Inadequate Personal Protection & PPE</p> | | | | |
| <p>Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower 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</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>In Secondary schools, that is year 7 and above, where social distancing is difficult to maintain, then face coverings may be worn by adults and</p> | <p>This is at the discretion of the Head Teacher e.g.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |


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| pupils to address the risks https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education | where the layout of the school or college makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises, such as in corridors and communal areas etc. | | | |
| It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In such circumstances as face coverings are allowed to be worn in school they must be worn correctly | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where a face covering becomes damp, it should not be worn and the face covering should be replaced | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PPE will need to be worn by a member of staff if a CYP becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn | safe working in education, childcare and children's social care All first aiders provided with own PPE. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE | Check supplies of PPE prior to children on site. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils are instructed not to touch the front of their face covering during use or when removing face coverings | As part of tutor time during first week of term and induction for new year 10 and 12 students. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visitors, Contractors & Spread of Coronavirus | | | | |
| All visitors and contractors must make pre-arranged appointments or they will not be | Site manager and receptionist to | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| allowed on site | ensure protocols are adhered to. | | | |
| School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival | Site manager and receptionist to ensure protocols are adhered to. Provide all visitors with an information leaflet 'Guidance on visiting Scarborough UTC' | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where visits can happen outside of school hours, they are arranged as such | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contractors to attend by agreement only after school have satisfied themselves that it is 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 | Site manager and receptionist to ensure protocols are adhered to. | <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 | Site manager and receptionist to ensure protocols are adhered to. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A record is kept of all visitors | Use of entry sign to make a record of all visitors. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Ventilation | | | | |
| Ventilate spaces with outdoor air | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure regular airing with windows (even in mechanically ventilated buildings) | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keep toilet ventilation in operation as much as possible while building is occupied | No opening windows in toilet spaces. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Switch air handling units with recirculation to 100% outdoor air | Site manager to monitor. | <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 | Fire doors must not be propped open unless they have a self-closing hold open device fitted. Classroom doors are fire doors at SUTC. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lift use is limited based on need. | Individualised risk assessments for some staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire and Intruder Alarms and Emergencies, Including Lockdown | | | | |
| All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people) | As part of training day on 7 th September | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| 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 | Site manager responsibility. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details | | <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 checked="" type="checkbox"/> | | No <input 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 | | |
| See SUTC opening checklist | LKI | 28 th August | | |
| Provide all visitors with an information leaflet 'Guidance on visiting Scarborough UTC' | VSM/DAR | 28 th August | | |
| Use of entry sign to make a record of all visitors. | VSM/DAR/RBO | 28 th August | | |
| Update COVID 19 Working with students – guidance for staff document – all staff to sign to agree to have read | LKI | 28 th August | | |
| Cleaning schedule provided and attached to Risk assessment. | DAR/VSM | 28 th August | | |
| Hand sanitiser, wipes and tissues provided in every occupied space. | DAR/VSM | 28 th August | | |
| Installation of handwash/sanitising stations at the two student entrances. | DAR/VSM | 28 th August | | |
| All spaces reviewed and adapted according with guidance. | LKI/VSM | 28 th August | | |
| Colour coded signs for zones to be put up | VSM/DAR | 28 th August | | |
| 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 | | |
| Wipes provided for all staff for IT spaces. | RBO/VSM | 28 th August | | |
| Clear signposting available for handwashing facilities in key areas. | DAR/VSM | 28 th August | | |
| Clear guidance on handwashing and face covering removal at student entrances and around the building. | DAR/VSM | 28 th August | | |
| The 'catch it, bin it, kill it' approach is promoted through signage. | DAR/VSM | 28 th August | | |
| Check supplies of PPE prior to children on site and record on inventory. | VSM | 28 th August | | |
| Site manager to look at how the BMS can improve ventilation in key areas eg toilets. | DAR | 28 th August | | |
| Provide updated fire procedures for CV19 to all staff and provide induction procedure as necessary. Info to be shared on training day by LKI/VSM. | DAR/VSM | 7 th Sept | | |
| Clear guidance for CYP agreed and communicated on | JCO | 28 th August | | |

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| entry to building and at the start of every learning session regarding social distancing. Posters and slides. | | |
| Outdoor picnic benches to be separated and usage restricted by year group bubbles, to promote social distancing. Wiped down between use by site team. | DAR/VSM | 28 th August |
| Screen installed at tills and food serving area. | DAR/VSM | 28 th August |

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

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|---------------------|--------------------------------------|----------------------|---|
| Assessor(s): | Lee Kilgour | Signature(s): |  |
| Position(s): | Principal | | |
| Date: | 4th September 2020 | Review Date: | 14th September 2020 |

Distribution: All staff

We recommend that this risk assessment is shared with staff

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

LIKELIHOOD