

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC FROM 13 th April 2021													
Location	Hill Top Academy													
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>										
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <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 ✗ 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 ✗ Arrangements for Boarding Schools During Pandemic 													
	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>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>														
<p>From 8 March, all pupils should attend school. Secondary pupils will be offered testing from 8 March</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>See organisational plan All classes are timetabled to have own zone for lunchtime/playtimes etc</p>													
	Ye ar gr ou p	Entry time	D o o r	A M br ea k	z o n e	Lu nc h - h a l l	Lunc h - O u t d o o r	z o n e	Lunc h	Exit	Doo r	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F2 KH	9:00	1 0 6	FU		11.30-12	12-12.30	FU	MC	3:30	106			
	F2 V W	8:55	1 0 6	FU		11.35-12	12-12.30	FU	LS + student	3:25	106			
	Y1 - M H	8.40	5 2	9.55-10.15	1	11.30-12	12-12.30	1	GP	3.10	52			
Y1 - NC	8.45	5 2	9.55-10.15	2	11.35-12	12-12.30	2	EM	3:15	52				

Y2 - M E	8:30	5 2	9. 55 - 10 .1 5	3	12 - 12. 25	11.3 0 - 12	4	DJ	3.00	52
Y2 -AJ	8:35	5 2	9. 55 - 10 .1 5	4	12. - 12. 25	11.3 0-12	3	TS	3:05	52
Y3 - LR	8:35	3 1	10 .2 0- 10 .4 0	1	12 - 12. 25	11.3 5 - 12	2	SC	3.15	31
Y3 - KV	8:35	2 7 A	10 .2 0- 10 .4 0	2	12- 12. 25	11.3 5 - 12	1	CS	3:15	27A
Y4 - PD	8:40	2 6	10 .2 0- 10 .4 0	3	1:0 0- 1:3 0	12:3 0- 1:00	4	GP	3:20	26
Y4 - JH	8:40	2 6	10 .2 0- 10 .4 0	4	1:0 5- 1:3 0	12:3 0- 1:00	2	TS	3:20	26
Y5 - PS	8:45	3 1	10 .4 0 - 11 .0 0	1	12. 25 - 1p m	1pm - 1.30 pm	2	AD	3.25	31
Y5 - KL S	8:50	3 1	10 .4 0 - 11 .0 0	2	12. 30 - 1p m	1pm - 1.30 pm	1	SC	3:30	31
Y6 - M AR	8:45	3 1	10 .4 0 - 11 .0 0	3	12. 35 - 1p m	1pm - 1.30 pm	3	MJ	3:25	31
Y6 - ER	8:50	2 6	10 .4 0 - 11 .0 0	4	12. 35 - 1p m	1pm - 1.30 pm	4	Callu m M, T, F (3 days + LSA' s 2 days)	3:30	26

Staffing will remain consistent with the exception of gate duties by Principal/Site Manager

Lunch duty hall –each class has own designated adult to remain with bubble in hall and on playground.

Staff briefings and training will continue to be done virtually Inc. inclusion support and assemblies. Phone communication to admin will remain.

Radio controls (walkie/talkies) will be used on playground

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

All documentation to parents, pupils and staff forums will reinforce that in March the bubbles will remain. Staff signing in using Inventory and assigned zoned staff rooms/facilities. Pupils recorded using registrations system and SIMS management data system



<p>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p>	<p><i>Staff forum – staff forum reinforced that from Sept the bubbles need to remain. Staff signing in using electronic inventory which records staff within the building each day. Weekly timetables/rotas clearly indicate which staff remain with which Bubble</i></p>			
<p>Distinct groups or ‘bubbles’ that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible</p>	<p><i>Class bubbles within each zone are planned. Reception and Nursery will run as a Bubble within the Unit. Each have their own designated playtimes, lunchtimes and zone outside with an individual sports equipment box.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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).</p> <p>Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized ‘bubbles’</p>	<p><i>See above</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p><i>Classrooms reinforce distancing with tables in rows/L shapes or a horseshoe shape. Distance markings between pupils/teacher within the classroom. All classes have a two metre marked space from teacher at the front.</i></p> <p><i>Dismissing pupils or re-entering from the outdoors to be staged with 1 child at a time being released or coming back inside. Zones all have their own play areas marked outside</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools with the capability to do it should take steps to limit</p>	<p><i>Organisation plans detail class bubbles and pupils will not mix with other bubble groups.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

interaction, and the sharing of rooms and social spaces between groups as much as possible	<i>In the hall at lunchtime year groups are on the same sitting but will be seated at different tables from the alternate class</i>			
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	<i>Handwashing and sanitising within the younger children's timetable and routine will be planned for and reinforced from March wider opening with all pupils</i>	<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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	<i>A siblings list has been prepared if in need for control measures if required for a test positive case within school.</i>	<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	<i>Organisation plan and staffing rota has aimed to minimise cross contamination of Year groups with cover teachers. Where this is unavoidable, staff are to adhere to social distancing measures</i>	<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	<i>Staff are required to wear face coverings in areas outside the classroom in order to reduce the risk of transmission from external sources</i> <i>Staff forums in January, February and March and then weekly briefings will remind staff about social distancing</i> <i>Markings in corridors for a keep to the left are in place and two distance sticker reminders on the floor as well as signage around the building and in every classroom.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of interactions or changes are minimised wherever possible	<i>Timetables remain in place to minimise interactions as much as possible. All assemblies and staff training to be held</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	<i>HTA staff to continue side support with a child for learning, if face-to-face or close proximity contact is required e.g. intimate care needs or physio needs for SEND requirements an individual pupil risk assessment is in place and staff can wear PPE which is supplied by the academy. 3 staff rooms are in use to minimise numbers, windows are open for ventilation within staff rooms.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>- 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)</p> <p>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together over one day) with an infected individual</p> <p>Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</p>		☒	☐	☐
<p>Educational and care support is provided as normal to pupils who have complex needs or who need close contact care with other increased hygiene protocols in place to minimise the risk of transmission</p>	<p><i>All EHCP and complex needs pupils have an individual pupil risk assessment in place and staff can wear PPE i.e. face mask, visor, disposable apron and gloves which is supplied by the academy</i></p> <p><i>All specialists, clinicians and therapists for pupils with SEND should provide any support as usual.</i></p>	☒	☐	☐
<p>Schools, local authorities, health professionals, regional school's commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers</p> <p>In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place</p>	<p><i>In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Pupils with medical needs have individual care plans.</i></p> <p><i>Risk assessments for all pupils with needs are in place</i></p> <p><i>1st dose vaccines have been provided to 7 members of staff with direct contact with CEV child.</i></p>	☒	☐	☐

Pupils are seated side by side and facing forwards, rather than face to face or side on	<i>Seating arrangements for classes in KS1 and KS2 are in rows or horseshoe and with pupils seated side by side.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	<i>Any unnecessary furniture is stored in ICT room which is out of bounds for use at this time.</i>	<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	<i>Daily class based assembly to be timetabled and done within a class circle time. Principal's assembly each Friday morning to be done virtually via Microsoft Teams. Key Stage Assemblies to be held via Microsoft Teams.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building Avoid creating busy corridors, entrances and exits	<i>Only movement required to PE in the hall or lunch in the hall. All other movement remains within zones or classroom bases only. No pupil or staff to go to admin, phone/radio/admin request email to be used.</i>	<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	<i>All break times staggered and pupils zoned – see organisational plan.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	See above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day	<i>Three zones for staff facilities = library, staff room and Foundation Unit. Furniture removed to create distancing between chairs</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	<i>All staff meetings are held virtually via Microsoft Teams to update staff with regards to latest updates and provides an opportunity for staff to connect. Weekly staff forums via Teams where staff are encouraged to raise any</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Virtual staff meetings could take place where staff stay in their classrooms and join the meeting.</p>	<p><i>concerns/anxieties either within the group or privately. Staff Wellbeing Support provided by staff absence insurance company communicated to all staff if needed.</i></p> <p><i>2 x mental health first aiders appointed.</i></p>			
<p>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p> <p>Staggered start and finish times should not reduce the amount of overall teaching time</p> <p>A staggered start may include:</p> <ul style="list-style-type: none"> condensing or staggering free periods or break time but retaining the same amount of teaching time <p>keeping the length of the day the same but starting and finishing later to avoid busy periods</p>	<p>Staggered start and finish times implemented – see organizational plan</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact</p>	<p>CYPS Bulletin All organisation letters sent out to parents</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing</p> <p>This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt</p>	<p><i>Communication sent out to parents advising them procedures when on school premises</i></p> <p><i>All parents and visitors must wear masks when entering the school site.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time</p> <p>This will reduce the amount of people assembling in and around the school grounds</p>	<p><i>Communications to parents issued – reminders of protocols from previous wider re-opening etc (02.03.2021)</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and will help with social distancing				
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use, only one adult per family should enter school grounds to drop off or collect)	As above	<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)	As Above <i>In addition, Principal, Site Manager and members of SLMT remind parents of protocols daily on the playground.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can resume educational day visits from 12 April Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic and International residential educational visits must not take place at this time. This will be reviewed no earlier than 17 May	No residential visits to take place this Academic Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will work to resume all before and after-school educational activities and wraparound childcare for pupils	<i>Wrap around provision has been risk assessed and will continue</i> <i>After school sports activities have resumed w/c 26/4/2021.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>You should advise parents that where they are accessing this provision for their children, that they must only be using this, where:</p> <ul style="list-style-type: none"> • the provision is being offered as part of the school's educational activities (including catch-up provision) • the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution • the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day</p>	<p><i>Wrap around provision has resumed provided by school.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Activities taking place outdoors can happen in groups of any number</p> <p>This is because the transmission risk is lower outside</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:</p> <ul style="list-style-type: none"> • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school 	<p>Parents have been advised and letters sent</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>setting in addition to school as far as possible.</p> <ul style="list-style-type: none"> • encourage them to check providers have put in place their own protective measures • send them the link to the guidance for parents and carers 				
<p>If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have:</p> <ul style="list-style-type: none"> • considered the relevant government guidance for their sector • put in place protective measures 	<p>Wraparound provision is currently provided in-house using school staff.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
<p>Parents and pupils are encouraged to walk or cycle to their education setting where possible</p>	<p><i>Parent/carer information sent and includes encouraging pupils walking to school.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport</p>	<p>Safer travel guidance for passengers</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
<p>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</p>	<p><i>Additional lunch time cleaning to be scheduled and room checklists to continue being recorded, morning break times cleaning schedule to be maintained, tables, chairs, sinks, toilet areas wiped down and sprayed. All staff toilet and eating facilities to be cleaned between use and at the end of the day. Site cleaning teams (Metroclean) to clean, mop and replenish soap, hand towels and sanitiser every morning.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Frequently touched surfaces, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal</p>	<p><i>Each classroom provided with own individual cleaning caddy and equipment. Checklists to record the cleaning schedule conducted and staff initial to record this is completed.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>Zappitiser will be used in the event of a bubble outbreak. Individual pupil packs have been issued for use</i>			
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	<i>Office staff to wipe down electronic entry systems regularly. Hand sanitisers placed next to system. Signs next to photocopiers to clean and hand sanitiser positioned either next to or very nearby.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	<i>Cleaning teams/site manager to empty blue tissue bins in every room in use and disinfect the bin each morning</i>	<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	<i>Stock take to be done weekly by site manager /admin staff to ensure timely orders are placed and stocks remain available. PPE, tissues stock take done every Wednesday morning by office manager and staff in each zone/bubble to ensure they place a request form via email for any stock they require replacing before this runs out. Office manager to place an order request with ELP Trust weekly to ensure All staff have been provided with a self-care pack</i>	<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	<i>Each class to have allocated play equipment in a box/bag. Cleaning products i.e. wipes/antibacterial spray to be used after use at the end of every break time and lunch play by the class LSA. Checklist for cleaning play equipment to be recorded daily by the LSA after cleaning the equipment.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	<i>This would also apply to resources used inside and outside by wraparound care providers Support staff clean their bubble's equipment after each use using antibacterial spray and wipes. Cleaning materials are available to all staff from the office.</i>	<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	<i>All classes have own individual packs in a zipped wallet containing all the equipment they will need.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared	<i>Reading book returns boxes to continue. Each class/bubble has own equipment.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

within the bubble; these are cleaned regularly, along with all frequently touched surfaces	<i>Any shared resources such as IPADS to be wiped down using antibacterial wipes thoroughly after use. Any items not possible to clean will be stored for 72 hours before being used again.</i>			
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	<i>Cleaning caddy with anti-bacterial wipes, cloths, disposable gloves and screen solution in the P.E hall for wipe downs/cleaning etc. after any large equipment has been used.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils should limit the amount of equipment they bring into school each day, including essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy)	<i>Coats and bags to be stored on child's peg in cloakroom. Lunch boxes to be wiped down and put on separate zone trolley. Individual lidded storage boxes named to be used.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either: <ul style="list-style-type: none"> • restricted to one user • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use	<i>All equipment is cleaned and disinfected where possible and practical. Classrooms zappitised each Friday</i>	<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	<i>Seesaw is to be used for fluency practice and to embed/deepen learning on week 2 of the cycle on site and at home to limit need for books to be taken off site. Feedback</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources</p> <p>It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking</p>	<p><i>slips to be used and stuck into books for pupils from Y1-6 to support improvement</i></p> <p><i>Marking to be completed on school site as books should not be taken home</i></p> <p><i>It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking</i></p>			
<p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day</p>	<p><i>Wipes provided in staff individual packs for wiping down iPad/laptops at the start of each day and throughout the day if required</i></p>	☒	☐	☐
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
<p>Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school</p>	<p><i>School will ensure that pupils staff and adults are fully aware of protocol and do not come into school if they have COVID symptoms.</i></p>	☒	☐	☐
<p>Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so</p>	<p><i>School staff are advised to turn off the Test and Trace app when in school and follow schools procedures when deemed in close contact with a colleague.</i></p>	☒	☐	☐
<p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test have been in close contact with someone who tests positive for coronavirus (COVID-19) 	<p><i>Parents inform school by using the alerts email set up and sent out through parent pay and displayed on the website.</i></p>	☒	☐	☐

<p>School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> the start of their symptoms <p>the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school)</p>	<p>Inventry Visitor system includes a Covid rules which must be read and accepted prior to entry into school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia</p> <p>This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required</p> <p>You can reach them by calling the DfE Helpline on</p>	<p><i>The academy works within government guidelines to ensure safe working practices. All cases have been reported to Public Health England and advice followed swiftly. Trust provided action plan to follow in the case of a positive case. Staff levels are monitored daily with resources allocated accordingly to support absent colleagues. Option given to staff to block PPA and leadership time so they can work from home to support wellbeing.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case</p>				
<p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.</p> <p>While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice</p>	<p><i>Currently as of 8th March, 2021 on wider opening no children are attending more than one setting. However, this will be reviewed each half term.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p><i>Regular contact is made with staff to check on wellbeing</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission</p> <p>In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures</p>	<p><i>Staff are regularly reminded of this through staff forums and briefings.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

whether or not they have been tested				
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the CEV category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible Individual risk assessments are needed and guidance must be sought	There are no CEV staff in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings	Individual Risk Assessment are in place. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review, last review 04/01/2021, staff will be contacted prior to the return of wider opening on the 8 th March 2021. Staff are aware of the need to attend school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission	As above individual risk assessments are in place and subject to regular review. Staff are aware of the need to attend school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who live with those who are CV can attend the workplace but should ensure	As above individual risk assessments are in place and subject to regular review. Staff are aware of the need to attend school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

they maintain good prevention practice in the workplace and at home				
<p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19) where it is not possible to work from home, these staff can attend school as long as the system of controls</p> <p>information available on who is at higher risk from coronavirus</p>	<p>information available on who is at higher risk from coronavirus</p>	☒	☐	☐
<p>Pregnant women are in the 'clinically vulnerable' category</p> <p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual</p> <p>Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review</p> <p>RCOG Q&A covid19 virus infection and pregnancy</p>	<p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review</p> <p>RCOG Q&A covid19 virus infection and pregnancy</p>	☒	☐	☐
<p>Whilst pregnant women are at no greater risks of catching Covid, there is evidence that those in later pregnancy are at greater risk of severe illness if they contract the virus and may give birth pre-term.</p> <p>3rd Trimester 28 weeks and over</p>	<p>Whilst it is not the automatic right of pregnant staff over 28 weeks to be excluded from work at ELP the following will take place</p> <ul style="list-style-type: none"> • Expectant mothers risk assessment will be reviewed regularly <p>(timescales for the review to be agreed with staff member and line manager in order to ensure all staff concerns are addressed at the earliest possible point</p> <ul style="list-style-type: none"> • Workplace adjustments will be put in place by agreement with the employee to limit the risk of exposure to the virus 	☒	☐	☐

	<ul style="list-style-type: none"> • Work from home arrangements will be put in place wherever possible • The employee is aware of the need to advise you of any changes that may affect the risk assessment • The Risk Assessment is signed by the member of staff 			
<p>All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing</p> <p>Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme</p> <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	<ul style="list-style-type: none"> • Staff Forums include wellbeing information and shout-outs to promote staff wellbeing. • Mental Health First Aiders • All staff attending wellbeing sessions with an external provider • Monthly wellbeing news letter with health and wellbeing tips and guidance 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Volunteers may be used to support the work of the school, as would usually be the case</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should</p>	<p><i>Parent/other volunteers in place have DBS checks or risk assessments. Any volunteers will be trained in our processes for managing and controlling Covid – 19 risk. No volunteers are currently supporting in the academy.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

remain 2 metres from pupils and staff where possible				
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	<i>Interventions are being provided as usual. As with all external contractors, all visitors to school are asked to familiarise themselves with this risk assessment and sign to agree.</i>	<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 minimise contact and maintain as much distance as possible from other staff To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year	<i>Cover staff are regular staff members and swapping between classes has been minimised on PPA/cover timetable</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply staff, volunteers and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of controls . They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking. This also applies to other temporary staff and volunteers working in schools such as: <ul style="list-style-type: none"> • support staff working on a supply basis • peripatetic staff such as music tutors and sports coaches those working in before and after school clubs		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>They should ensure they minimise contact and maintain as much distance as possible from other staff.</p>				
<p>Site User Becoming Unwell</p>				
<p>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 10 days and should arrange to have a test to see if they have coronavirus (COVID-19)</p> <p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test</p>	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms</p> <p>Regular reminders to staff that they should not attend work if they are unwell</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. A window should be opened for fresh air ventilation if it is safe to do so</p>	<p><i>Library to be used as isolation room and then closed with out of bounds notice until a deep clean has taken place.</i></p> <p><i>Windows are opened daily in the library</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test</p>				
<p>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</p>	<p><i>KS1 toilet to be used and will be cleaned before anyone else is able to use the toilet.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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)</p>	<p><i>Trained PPE members of staff will ensure staff are complying with most up to date guidance and legislation.</i></p> <p><i>Each individual PPE pack has detailed instructions on the correct wearing/handling of PPE and will be worn when supervising a pupil being isolated until parent collects. PPE will then be disposed on in the blue bins</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household</p> <p>If someone who uses dedicated transport tests</p>	<p><i>All children must be collected by a parent/carer if showing symptoms of Covid</i></p> <p>There are no pupils who use dedicated transport</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>positive, local authorities should work with schools and colleges to identify close contacts</p>				
<p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result</p> <p>If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms</p>	<p>All children must be collected by a parent/carer if showing symptoms of Covid</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.</p> <p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>	<p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. Staff are aware to notify the office if a call is required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms 	<p>PPE is available and must be worn if dealing with a pupil/adult displaying symptoms Staff training took place in September</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>themselves (in which case, they should self-isolate immediately and arrange to have a test)</p> <ul style="list-style-type: none"> they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) which is a legal obligation they have tested positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school 				
<p>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</p>	<p><i>All staff from a class bubble to hand wash and clean down the learning area the child has been in. E Bug poster are displayed around the academy</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>COVID-19: cleaning of non-healthcare settings guidance <i>Zappitiser equipment is available for use. If it cannot be used immediately the area will be closed off and signage put up.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Developing Symptoms</p>				
<p>Schools must ensure that staff members and</p>	<p>The advice service (or PHE local health protection team if escalated) will provide</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p> <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p>	<p>definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p> <p>Information regarding testing was included in a communication sent by the Principal in July 2020. A reminder was sent prior to reopening in September. Further reminders will be sent half termly.</p>			
<p>School have received an initial supply of 10 PCR test kits before the start of the autumn term in 2020 and information about how to order to replenish this supply when they are running out</p> <p>You can replenish these kits when they run out by making an order through the online portal. You should call the Test and Trace helpdesk on 119</p>	<p><i>All test kits have arrived. If additional ones are required to be ordered, then are ordered through the gov.uk website.</i></p>	☒	☐	☐
<p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p>	<p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In</p>	☒	☐	☐

<p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19).</p> <p>Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers</p>	<p>particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p>			
<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines</p>	<p>Procedures in place for lateral flow testing as per the LTF Risk Assessment which has been distributed to staff. Staff training provided through staff forums on Teams. Staff testing taking place twice weekly for full time staff and procedures in place for distribution and reporting.</p>	☒	☐	☐
<p>It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test</p>		☒	☐	☐
<p>Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate</p>		☒	☐	☐
<p>Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus</p>	<p>This has been communicated to staff via staff forums and is stated on the Lateral Flow Test Risk Assessment</p>	☒	☐	☐

<p>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</p>	<p><i>All staff H&S training has stipulated the requirement. Parents/carers are informed via a letter and face to face upon collection of their child that they must keep school updated and if the test comes back positive they must share information with test and trace NHS.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<p><i>Staff H&S training conducted with all staff has stipulated the requirement. Parent/carer information on wider opening has this requirement and the home/school agreement for each pupil.</i></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> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<p><i>When a child is sent home ill, upon collection of the child with suspected Covid 19 symptom/s the parent/carer is asked to ensure the academy is updated immediately on the test outcome</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

isolation period from the day they developed symptoms.				
<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>		☒	☐	☐
<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period</p> <p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<p>This is because a person can still develop Covid up to 10 days after close contact.</p>	☒	☐	☐
<p>If someone with symptoms 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</p>	<p><i>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</i></p> <p><i>The school will implement and follow the action plan provided from Trust Office.</i></p>	☒	☐	☐

<p>cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days</p>				
<p>Close contact can be anyone who:</p> <ul style="list-style-type: none"> • lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): • face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>than 15 minutes (either as a one-off contact or added up together over 1 day) travelled in the same vehicle or a plane</p>				
<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 10 days since they were last in close contact with that person when they were infectious</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p> <p>This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed</p>	<p><i>School is aware of the procedure to follow and has in place all contact details for Local Public Health, DfE helpline and Yorkshire and Humber public health team as identified in the Trust action plan.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>	<p>Digital thermometers kept in the first aid room.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Hand Washing/Personal Hygiene</p>				
<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return</p>	<p><i>Reminders and signage are situated around school and in staff rooms, toilets etc. H+S reminders are a part of staff weekly communication and updates.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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				
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	<i>Hygiene and correct handwashing to be an integral part of curriculum and sessions immediately upon pupils' return to school. Staff to supervise handwashing and sanitising routines each hour, on entry, before lunch and before/after breaks to ensure this is done adequately by all pupils</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	<i>Individual risk assessments are in place for all pupils with SEND needs, staff who support these pupils are provided with PPE to wear.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	<i>As above</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	<i>Individual risk assessments are in place for all pupils with SEND needs, staff who support these pupils are provided with PPE to wear.</i>	<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	<i>Handwashing sinks are in every classroom shared and allocated toilet area, sanitising stations are within in each classroom next to the internal door so that sanitising can be done before leaving the room for break/lunch/PE.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels 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> <p>Skin friendly cleaning wipes can be used as an alternative</p>	<p><i>Sanitisers are in every room for use by pupils/staff and stationed at entry and exit points. Teacher in charge is responsible for ensuring pupils use this safely.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them</p>	<p><i>Hygiene and correct handwashing to be an integral part of curriculum and sessions immediately upon pupils' return to school</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The 'catch it, bin it, kill it' approach is very important and 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><i>Visual signage is displayed in every room with a lidded tissue bin.</i></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>	<p><i>Tissues are available in every room additional stocks are available from the office</i></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>	<p><i>Classrooms, First Aid room, library, offices, hall and staff room all have blue lidded bins specifically for tissues</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right,</p>	<p><i>Posters are in place to show and encourage good hand and respiratory hygiene. The MindEd and e-bug website has free resources to support teaching pupils about hygiene measures</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>and that all pupils understand that this is now part of how the school operates</p> <p>The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p>				
Inadequate Personal Protection & PPE				
<p>Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom</p>	<p><i>Staff have been informed that it is trust policy to wear face masks/ coverings when moving around the Academy and in communal areas, midday supervisors must wear face masks/ coverings at all times</i></p> <p><i>Staff are aware that it is not necessary to wear a face covering during the lesson but have been given the option to do so if they wish.</i></p>	☒	☐	☐
<p>Children in Primary schools do not need to wear a face covering</p>	<p><i>Children have not been asked to wear face coverings.</i></p>	☒	☐	☐
<p>Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate</p>	<p><i>Transparent face coverings are available upon request.</i></p>	☒	☐	☐
<p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission</p> <p>Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer Visors should only be used by those exempt from wearing a face covering after carrying out a risk</p>	<p><i>Visors are in place for members of staff that wish to wear a visor and a face covering but staff are aware visors cannot be worn as an alternative to face coverings unless they are exempt.</i></p>	☒	☐	☐

assessment for the specific situation and should always be cleaned appropriately				
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places	Guidance in place for staff and children, transparent masks are also available upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed to: <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom 	Pupils are not required to wear face coverings in Primary schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Clear instructions on how to put on and how to remove a face mask have been provided to all staff and pupils	<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	Clear instructions on how to put on and how to remove a face mask have been provided to all staff and pupils this includes the requirement to wash hands before putting on and after removing face coverings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day	Staff and pupils have been made aware of this and should dispose of the mask appropriately. Spare masks are available from the office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	<i>A supply of PPE is available in the academy</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a process for when face coverings are worn within the school and how they should be removed This procedure should be communicated clearly to pupils and staff	<i>Clear instructions on when to wear a face mask and how to put on and how to remove a face mask have been provided to all staff and pupils</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes	<i>Children are not required to wear face coverings.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	<i>All staff are aware that PPE must be worn if dealing with a member of staff or pupil who is displaying symptoms of the virus</i> safe working in education, childcare and children's social care 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 (Visor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	<i>Aerosol generating procedures is a list of medical procedures for Covid 19 that have been reported to be aerosol generating and are associated with an increased risk of respiratory transmission. Referring to guidance none of the list of medical procedures would take place within school unless by visiting Parademics. Standard PPE could be provided if necessary.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who	<i>Full PPE is available to all staff and guidance has been issued</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn				
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	<i>Planned visits by contractors only organised by either BM or Site Manager.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Site Supervisor explains on arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	<i>All non-essential visits and appointments have been cancelled</i> <i>Organised with BM and Site Supervisor</i> <i>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</i>	<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	<i>No unplanned visits are allowed</i> <i>Planned visits organised by either BM or Site Manager</i>	<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 Times of visits may need to be adapted to take into account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	These are requested in advance of the visit by the BM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures</p> <p>These programmes are essential for children's health and wellbeing</p>	<p><i>Staff responsible for the organisation of immunisations are aware of the requirement for these to be delivered within the Covid safe practices of the academy.</i></p> <p><i>School nurses enter each bubble to administer the vaccine and sanitise on entry and exit to each class with the changing of PPE in between</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p>	<p>Visitors are recorded on the Inventory Visitor Management System</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Ventilation</p>				
<p>Occupied spaces must always be well ventilated and a comfortable teaching environment maintained</p> <p>This can be achieved by a variety of measures including:</p> <p>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p>	<p><i>Visitors and contractors sign in on the electronic Inventory system and are informed that details will be kept and shared if required for the purpose of NHS track and Trace</i></p> <p><i>Electronic inventory for all visitors where a COVID agreement and guidelines is incorporated into signing in procedure.– this is kept alongside the guidance and risk assessment folder for visitors/contractors</i></p> <p><i>Visitors and Staff signing in using the Inventory system must sanitise hands and then the screen after use. They are instructed to do this by the admin team.</i></p> <p><i>There is signage to support this and visitors are asked to do this when buzzing through the intercom</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ventilate spaces with outdoor air</p> <p>Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures</p>	<p><i>all classroom windows and occupied rooms have windows opened daily by site manager and cleaning staff.</i></p> <p><i>quad doors are propped open to allow fresh air to circulate corridors.</i></p> <p><i>Windows are opened in toilet area first thing in a morning</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>Parents have been informed to provide additional clothing (vests, skins etc.) to keep children warm in class should they be required</i>			
Where possible, occupied room windows should be open	<i>all classroom windows and occupied rooms have windows opened daily by site manager and cleaning staff</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice	<i>. Not applicable to HTA</i>	<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 assist with creating a throughput of air Fire doors must not be propped open unless they have a self-closing hold open device fitted		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space	<i>Staff and children advised to layer up so as to keep warm during the winter months. Information shared and actioned with class teachers. This has also been communicated with parents and they are aware children can wear extra layers should they need to.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window	<i>On cooler days this is done</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

instead of all windows when the heating is activated	<i>Thermometers in class to keep constant check on temperature.</i>			
The school offers flexibility to allow additional, suitable indoor clothing For more information see School uniform	<i>This has also been communicated with parents and they are aware children can wear extra layers should they need to</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air Desk fans are pointed away from people and pointed at walls etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters Electric fan heaters used sparingly due to increased fire and electrical risk	<i>Any additional heaters that are portable will be PAT tested where required before use</i>	<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 type="checkbox"/>	Med <input checked="" 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 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		

Complete updated staff risk assessments if they fall into new categories.	R Macleod C Asprey	6.11.20		
Send a copy of approved by LGB risk assessments to the Trust office.	R Macleod	06.11.20		
Send a copy of approved by LGB updated risk assessments to Trust Office	R Macleod/C Asprey	22.01.21		
Send a copy of updated wider risk assessment to staff and governors	R Macleod/CAsprey	08.03.21		
Principal and BM monitor local and national updates regularly for any further actions	R macleod / C Asprey	8/3/2021		
Send a copy of updated wider risk assessment to staff and Governors	R Macleod / C Asprey	26/4/2021		
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"/>
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):	R Macleod		Signature(s): 	
Position(s):	Principal			
Date:	26.04.21	Review Date:	26/04/2021	
Distribution:				

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	Less likely to occur	Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD