

Activity/ Situation	COVID SECURE ARRANGEMENTS FROM STEP 4			
Location	All Saints RC School, York (September 2021 Version 17)			
Persons at Risk	Students <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 ✗ Inadequate Cleaning/Sanitising ✗ Spread of Coronavirus to Staff, Students 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 / students with protected characteristics</p>				
Contact Between Individuals				
At Step 4 it is no longer necessary to keep children in consistent groups ('bubbles')	School continued with these measures until the end of summer term	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outbreak management plans cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups	Outbreak management plan produced (SBM/DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemblies have resumed	Whole year group assemblies in lower and upper site halls to start from September 2021 (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students can mix at breaks and lunchtimes	No specific zones at break times for different year groups (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place	You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation (SBM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake educational day visits	Any educational day visits must be conducted in line with relevant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes any system of controls at the destination</p> <p>Staff informed by email that UK based day educational visits allowed (DHT)</p>			
Schools can undertake domestic residential education visits	<p>Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. Staff to include COVID-19 precautions as part of EVOLVE (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International educational visits do not take place before the start of the autumn term	<p>No international educational visits were scheduled (DHT)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
International educational visits that have previously been deferred or postponed can take place from September 2021 and new international visits for the future can be organised	<p>Any international residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. Staff to include COVID-19 precautions as part of EVOLVE (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has resumed all before and after-school educational activities and wraparound childcare for students	<p>More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</p> <p>Individual student support before and after school will be considered (SENCO)</p> <p>My Tutor program for KS4 students is online support (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	<p>Cleaning of non-healthcare settings outside the home</p> <p>Wipes, sanitizer, disinfectant spray (compliant to EN1276 standard) and disposable cloths are available in all rooms. Cleaners on site throughout the day for high traffic areas and toilets (BM)</p>	<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	<p>Monitored by Cleaning Team (CM)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




Bins for tissues and other rubbish are emptied throughout the day	Monitored by Cleaning Team (CM)	<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	Stock to be monitored by Cleaning Team and ordered as required (CM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Students and Families, Visitors and Contractors				
Close contacts will be identified via NHS Test and Trace	Education settings will no longer be expected to undertake contact tracing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact	NHS Test and Trace will work with the positive case to identify close contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case	Children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Ensuring that students, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19) (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	Letter to parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)	Ensuring that students, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19) (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where	Headteacher to contact the DFE Helpline on 0800 046 8687 and selecting option 1 for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	advice on the action to take in response to a positive case. (HT)			
All CEV students should attend their school unless they are one of the very small number of students under paediatric or other specialist care and have been advised by their GP or clinician not to attend	Further information is available in the guidance on Supporting students with medical conditions at school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus	No CEV staff or students attend All Saints	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff in schools who are CEV should currently attend their place of work if they cannot work from home	DHSC will publish updated guidance before Step 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category	Mothers risk assessment have been completed as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment are reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments are subject to regular review (DHT) RCOG Q&A -covid-19-virus-infection-and-pregnancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We currently advise, due to the increased risk of serious illness and premature birth after 28 weeks gestation arising from Covid, that pregnant colleagues in their 3 rd trimester do not attend a physical workplace. Therefore, from now on pregnant employees in their 3 rd trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28 th week of pregnancy	As pregnant women are currently advised not to be vaccinated and there continues to be moderate levels of coronavirus transmission within the community, we have decided to continue to advise those in the 3 rd trimester of pregnancy to continue to remain away from workplaces As per NYCC and CYC recommendation All pregnant women in 3 rd trimester to work from home (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures.	Read about the: extra mental health support for students and teachers , Wellbeing for Education return programme Education Support provides a free helpline for school staff and targeted support for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing	mental health and wellbeing All staff have access to the Health Assured Programme Individual stress risk assessments are conducted on a case by case basis (DHT)			
Site User Becoming Unwell				
If anyone in school develops COVID-19 symptoms, however mild, they are sent home and told they should follow public health advice	Symptoms of coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a student is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible	Lower site - conservatory Upper site - first aid room If it is not possible to isolate them, move them outside (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the student 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	Lower site - bottom of chapel stairs Upper site - toilet next to first aid room (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the student while they await collection if close contact is necessary	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The room used by the student awaiting collection should be cleaned after they have left	COVID-19: cleaning of non-healthcare settings guidance (CM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household	Students will be collected from school by parents or walk/cycle with parental consent (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home	Students will be collected from school by parents or walk/cycle with parental consent (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the student 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 Anyone with symptoms encouraged to contact NHS 111(HT)	<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. 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 students must not come into the school if they have symptoms, and must be sent home to self-isolate if they	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

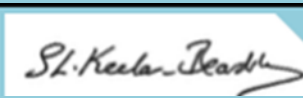
develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	to parents and staff if needed Staff already briefed- H&S reminders on first day back for staff (DHT) Letter to parents(HT)			
Over the summer, staff and secondary students should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings	Schools will only provide tests for twice weekly asymptomatic testing for students and staff over the summer period if they are attending school settings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All secondary school students should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term	Settings may commence testing from 3 working days before the start of term and can stagger return of students across the first week to manage this Letter to parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary school students should then continue to test twice weekly at home until the end of September, when this will be reviewed	Letter to parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed	Staff to take tests Sunday and Wednesday and report results to school and NHS Test and Trace (SBM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary schools should retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to students who are unable to test themselves at home	Chaplaincy offices at both sites could be used if necessary (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New year 7 students will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7.	Schools may choose to start testing year 6 students earlier, including in summer schools, depending on their local circumstances. Testing sites across York have been offered to all students (SBM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test	Letter to Parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the student can return to school, as long as the individual doesn't have COVID-19 symptoms	Letter to Parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whilst awaiting the confirmatory PCR result, the individual and close contacts should continue to self-isolate	Letter to Parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Parents informed when contacted with symptoms (AO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students, staff and other adults should follow public health advice on when to self-isolate and what to do	When to self-isolate and what to do - Coronavirus (COVID-19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Hand Washing/Personal Hygiene				
Staff/students/cleaners/contractors etc. will be reminded to clean their hands regularly, including; <ul style="list-style-type: none"> when they arrive at the school when they return from breaks when they change rooms before and after eating 	Regular hand washing throughout the day to be encouraged using soap and hand sanitizers. Dedicated outdoor hand washing stations installed (BM) Pastoral staff will ensure that students have hands sanitised on entry to lower site (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how often students and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Students will return to lessons on first bell in afternoon to allow time for handwashing (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with students who spit uncontrollably may want more opportunities to wash their hands than other staff	Teaching assistants working with such students to be advised (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students 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	Consideration of these students to be taken (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to students with complex needs to clean their hands properly	Consideration of these students to be taken (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for students 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 students and the staff working with them	Risk assessment prepared for relevant students - PPE for relevant staff, including face shields (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning posters at all hand washing stations (BM)	<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 students and staff can clean their hands regularly	Additional hand washing stations installed at both sites. Sanitiser stations at entrances to buildings (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 students should not be using alcohol based hand cleansers because of the risk of ingestion	80% hand sanitiser available around school. Supplies stored securely in locked cupboards on both sites. Skin friendly cleaning wipes can be used as an alternative (CM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger students and those with complex needs understand the need to follow them	Students are encouraged to use hand sanitizer when moving around the sites and when leaving a classroom Pastoral staff will ensure that students have hands sanitised on entry to lower site (DHT)	<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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and student use</p>	<p>Available in all rooms (CM)</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>Bins emptied daily (CM)</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 students and those with complex needs get this right, and that all students 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>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Inadequate Personal Protection & PPE</p>				
<p>Face coverings are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet</p>	<p>Face coverings to be worn on public transport, including PE buses. Staff and Students to wear face coverings in communal areas of lower site (DHT) Letter to parents (HT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In case of an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by students, staff and visitors, unless exempt)</p>	<p>This is covered in the Outbreak Management Plan (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In the above circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn</p>	<p>Transparent face coverings to be provided for staff who teach hearing impaired students (SBM)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles</p>	<p>Face coverings will be checked by pastoral staff on arrival at lower to make sure they are suitable (DHT)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	out a risk assessment for the specific situation and should always be cleaned appropriately (DHT)			
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from any requirement to wear face coverings in schools or in public places	Individuals to be informed (SENCO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Staff already briefed on lock down video (DHT)	<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	Students encouraged to sanitise hands upon entry to classroom (DHT)	<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 may consider bringing a spare face covering to wear if their face covering becomes damp during the day Letter to parents (HT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	Donning and doffing procedure video shared with relevant staff and sheet displayed in main offices (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	Visors are available for staff to use (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
Key contractors are made aware of the school's control measures and ways of working	Provide information sheet to all visitors (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on is explained to visitors and contractors on or before arrival	Provide information sheet to all visitors (BM)	<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	Checking of COVID-19 Risk Assessment of outside contractors (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing Immunisation programme for Year 9 continued at Lower site (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	This can be achieved by a variety of measures including: mechanical ventilation systems – these should be adjusted to increase the ventilation rate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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) (BM)			
Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures Staff advised to open classroom windows and external doors where appropriate (DHT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	Windows to be opened on a regular basis (BM)	<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	Where possible (BM) 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 .	<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 Dorguard devices will be added to specific fire doors to allow them to be held open: Lower Site - Top of stairs to M5-M8 rooms, door into canteen from DT area Upper Site - Top and bottom on the front stairs in the Natrass building (BM)	<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	Natural ventilation – opening windows (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) (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	Where possible depending on room (BM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Where possible depending on room (BM)	<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 Sealed, oil filled heaters used where necessary (BM)	<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 type="checkbox"/>	No <input checked="" 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		
Further control measures included in Additional Information columns above				
Responsibilities within the risk assessment: HT Headteacher DHT Deputy Headteacher SBM School Business Manager BM Building Manager CM Cleaning Manager AO Attendance Officer SENCO Special Educational Needs Coordinator	S Keelan-Beardsley R Stabler N Rumbolt L Barker C Barrett A Taylor C Blankley-Sharp	6 September 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"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
Assessor(s):	Sharon Keelan-Beardsley (Headteacher)	Signature(s):		
Position(s):	(Governors)			
Date:	6 September 2021	Review Date:	20 September 2021	
Distribution: Governors and Staff at All Saints RC School, York. John Thompson, CYC, and the wider community via the School website				

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