

Activity/ Situation	WIDER OPENING OF EARLY YEARS PROVIDERS FROM SEPTEMBER 2020			
Location	The Federation of Skelton Newby Hall and Sharow CE Primary Schools			
Persons at Risk	Children <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 <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✗ <b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></li> <li>✗ <b>Social Distancing Measures Not Followed During Travel to and from Early Years Provider</b></li> <li>✗ <b>Inadequate Cleaning/Sanitising</b></li> <li>✗ <b>Shared Resources</b></li> <li>✗ <b>Staffing &amp; Spread of Coronavirus to Staff, children and Families, Visitors and Contractors</b></li> <li>✗ <b>Site User Becoming Unwell</b></li> <li>✗ <b>Site User Developing Symptoms</b></li> <li>✗ <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>✗ <b>Inadequate Personal Protection &amp; PPE</b></li> <li>✗ <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>✗ <b>Inadequate Ventilation</b></li> </ul>			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you <b>must</b> 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>				
<b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>				
Where possible consistent groups are in place which reduces the risk of transmission by limiting the number of children and staff in contact with each other to only those within the group. Providers should still look to minimise mixing of staff and children where possible.	Details:- Staffing will remain consistent. Class teacher and 2 teaching assistants. 1 session will be taught by another teacher and a forest schools session will be taught by a forest school leader.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The early years provider keeps a record of children and staff in each group, and any close contact that takes places between children and staff in different groups	Central register taken twice a day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in early years settings, the risk is reduced by keeping children in the smaller groups.	Groups less than 20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, every effort should be made to keep them apart from other groups.	Skelton – who school operating as one group. Sharow – contained within their unit. Class 2 will pass through at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	agreed times and contact will be avoided.			
Early years providers with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible	Class operates as a group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	Other classes in school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where adults need to move between age groups, they should keep their distance from other adults as much as they can, ideally 2 metres apart	Staff will be made aware of the risk assessment, which will be monitored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children should where possible be seated side by side e.g. lunchtime, story time, etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to children as opposed to face to face whenever possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to children who have complex needs or who need close contact care		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of rooms to make more space		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings with more than one group do not take place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where necessary timetabling of shared learning environments e.g. outdoor area, sensory room is in place to avoid groups mixing	Class 2 passing though Class 1 – All children to be made aware not to touch others and children will be escorted through swiftly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave the early years provider	Staggered start and finish at Sharow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to rooms are used where practical		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lunchtimes are arranged to avoid groups mixing and too many children sat at a table	All lunches to be eaten in classrooms.	<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 for all breaks		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If groups use a shared outdoor area children should be kept in consistent groups, equipment thoroughly cleaned between each use by different individual groups	Equipment only used by one group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor learning is prioritised where possible, maximising distancing between children and paying scrupulous attention to cleaning and hygiene		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing Measures Not Followed During Travel to and from Early Years Provider</b>				
Parents and children are encouraged to walk or cycle to their education provider where possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Childminders dropping off or picking up from educational setting should follow the government guidance on how to travel safely, walking wherever possible or if unable to use a private vehicle.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Equipment is not shared across groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from rooms and other learning environments where there is space to store it elsewhere		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) should be removed		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources such as sand, playdough and other malleable resources should not be used due		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





to not being able to maintain appropriate protective measure. Water if cleaned, changed and used with detergent could be used				
<b>Shared Resources</b>				
Room based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between groups or bubbles should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Children can bring essentials such as lunch boxes, hats, coats, and bags (depending on early years provider policy) in to the setting		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any systems for sharing resources or books which are used to support home learning will need to be risk assessed and appropriate protective measures put in place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staffing &amp; Spread of Coronavirus to Staff, Children and Families, Visitors and Contractors</b>				
Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend early years providers	Ensuring that children, staff and other adults do not come into the early years setting if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in early years provider and further drive down transmission of coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 <sup>st</sup> August. Consideration should first be given to roles in early years settings where it is possible to maintain social distancing. Returning is	<a href="#">Clinically extremely vulnerable</a>  Individual risk assessments are needed and guidance must be sought	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

subject to an individual risk assessment and being able to maintain social distancing as much as possible				
Staff who are in the clinically vulnerable group can work in early years settings, subject to an individual risk assessment and being able to maintain social distancing as much as possible	<a href="#">Clinically-vulnerable people</a> Individual risk assessments are needed and guidance must be sought	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is necessary to use supply staff, those individuals will be expected to comply with the early years provider's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and children	Consider longer engagement of supply staff to minimise movement between sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
If anyone in the early years setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the children and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the child needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a young child or a child with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Developing Symptoms</b>				
Early years settings must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. Staff and children must not come into the early years setting if they have symptoms, and must be sent home to self-isolate if they develop them in early years provider. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years providers 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years providers must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the early years providers immediately of the results of a test		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus,		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p>				
<p>If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to early years setting only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>	<p>Early years provider must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Early years provider should contact the local health protection team. This team will also contact early years provider directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the early years setting – as identified by NHS Test and Trace</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Early years provider send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means:            direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)             proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public Health England is clear that routinely taking the temperature of children by the early years provider is not recommended as this is an unreliable method for identifying</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



coronavirus (COVID-19) so this does not take place				
<b>Inadequate Hand Washing/Personal Hygiene</b>				
Staff/children/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at early years provider, when they return from breaks, when they change rooms and before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	<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 early years provider has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all children and staff can clean their hands regularly		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances children should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p><b>CATCH IT</b>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and children to use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for children 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 children and the staff working with them		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are not used in early years providers as children and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



There may also be negative effects on communication and thus education				
PPE will need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	<a href="#">safe working in education, childcare and children's social care</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children and staff who use them are required to remove face coverings on arrival at the early years provider		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are instructed not to touch the front of their face covering during use or when removing face coverings		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years providers ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of the early years providers hours, they are arranged as such		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after the early years provider 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		<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 in to account the ability to maintain appropriate social distancing measures and availability of resources to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	effectively clean following the visits			
A record is kept of all visitors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
Ventilate spaces with outdoor air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
<b>ACTION PLAN</b> (insert additional rows if required)		<b>To be actioned by</b>		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		<b>Name</b>	<b>Date</b>	
State overall risk level assigned to the task <b>AFTER</b> 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"/>
<b>Assessor(s):</b>	Jacqui Palmer	<b>Signature(s):</b>		
<b>Position(s):</b>	Headteacher			
<b>Date:</b>	25.8.2020	<b>Review Date:</b>	As necessary	


**Distribution: all staff, governors and parents**

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

**POTENTIAL OUTCOME**

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

**LIKELIHOOD**

Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	

**POTENTIAL OUTCOME**

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

**LIKELIHOOD**