
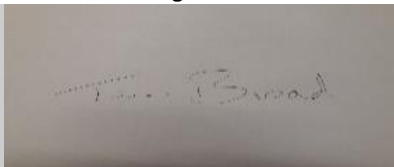
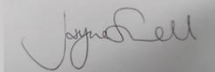


Risk Assessment for Red Kite Learning Trust (Primary Schools).

<b>Assessment Title:</b>	<b>Coronavirus (COVID-19): implementing protective measures for full opening: PRIMARY SCHOOLS</b>	<b>Reference Number:</b>	2333
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<b>School Name:</b>	Western primary	<b>School Address:</b>	Cold Bath Road, Harrogate, HG2 0NA
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<b>Date Assessment Undertaken:</b>	<b>Name of Assessor (print):</b>	<b>Assessor Signature:</b>	<b>Assessment Review Date:</b>
25 <sup>th</sup> August 2020	Sam Taylor		To be confirmed

<b>Name of Head Teacher (print):</b>	<b>Head Teacher Signature:</b>	<b>Name of Chair of Governors (print):</b>	<b>Chair of Governors Signature:</b>
Tim Broad		Jayne Sorrell	

<b>Main Legislation and/or Information Source:</b>	<ul style="list-style-type: none"> <li>- Health &amp; Safety at Work Act 1974.</li> <li>- Management of H &amp; S at Work Regulations 1999.</li> <li>- Dept of Education Guidance For Full Opening of School 7<sup>th</sup> August 2020</li> </ul>
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**Guidance:**

**HIGH - Intolerable and Substantial risks** – Urgently review/add controls & monitor, notify Director of Operations or Trust Estates Manager (if Likely or Highly Likely – stop work, seek competent advice)

**MEDIUM – Moderate risks** – Review/Add controls (as far as reasonably practicable) & monitor

**LOW – Trivial or tolerable risks** – Monitor control measures.

This is a sample risk assessment and will remain so unless the following criteria are satisfied.

1. The boxes highlighted in grey above must be completed with the required details.
2. The Ref number can be allocated as per the schools own numbering system.
3. The control measures listed below must be either complied with or altered to reflect the school's own control measures.

Once criteria 1-3 have been satisfied, you should remove the 'Sample' watermark. DESIGN-WATERMARK and choose the option that says 'Remove Watermark'

		Severity/ Consequence		
		Slightly harmful	Harmful	Extremely harmful
Likelihood	Highly unlikely	Trivial risk	Tolerable risk	Moderate risk
	Unlikely	Tolerable risk	Moderate risk	Substantial risk
	Likely	Moderate risk	Substantial risk	Intolerable risk

Risk Assessment for Red Kite Learning Trust (Primary Schools).

RISKS	<p><b>Note: this list is not exhaustive and <u>must</u> be adapted for your own needs</b></p> <ol style="list-style-type: none"> <li>1. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>2. Social Distancing Measures Not Followed During Travel to and from School</li> <li>3. Inadequate Cleaning/Sanitising</li> <li>4. Shared Resources</li> <li>5. Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>6. Site User Becoming Unwell</li> <li>7. Site User Developing Symptoms</li> <li>8. Inadequate Hand Washing/Personal Hygiene</li> <li>9. Inadequate Personal Protection &amp; PPE</li> <li>10. Visitors, Contractors &amp; Spread of Coronavirus</li> <li>11. Inadequate Ventilation</li> <li>12. Catering</li> <li>13. School Activities</li> </ol>				
	No.	CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO
<p><b>Note: you <u>must</u> 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.</b></p>					
1.	<p><b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></p>				
1.1	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	School will operate using phase bubbles. Specifically, EYFS, KS1, Y3/4 and Y5/6. Classes within each bubble will have staggered start and finish times using different entrances/exits. Each bubble will have separate times for break, lunch and assemblies and will also use different toilet facilities. Staff will remain consistent within bubbles except for some support and PPA cover which will go across bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	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	Managed through Arbor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Risk Assessment for Red Kite Learning Trust (Primary Schools).**

		Phase timetables also indicate staff who work across bubbles			
1.3	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).	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'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups.	See details of Year Group bubbles above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	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.	See attached details relating to separation of groups at key times during the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.	Within bubbles, sharing of rooms will be restricted to maths groups only. All bubbles to have separate times for use of social spaces. Each bubble will have their own toilet facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7	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"/>
1.8	Schools keep children in their class groups for classroom time, but also allow mixing into wider groups for wraparound care.	Working with Kids at Heart, we will endeavour to operate this provision with bubbles set up to match those in school as far as is possible. Specific resources will be allocated for use only by our children in pre and after school care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Siblings may be in different groups		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable where necessary.	Staff handbook to reference protocols for this in terms of distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	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	See above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Where possible adults maintain a 2-metre distance from each other, and from children	Where possible. Realistically, given our class sizes (particularly in KS2), and the nature of teaching in primary schools, this will be extremely difficult.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Staff will not offer face to face classroom support but will endeavour to support from behind or from	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Risk Assessment for Red Kite Learning Trust (Primary Schools).**

	Kitchen staff to have access to visors for food serving purposes.	the side. Social support will be at a distance of 2 metres. <b>One to one support for EHCP pupils in class will need to be more than 15 minutes. Perspex screens are available to use.</b>			
1.14	Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in primary schools. It will not be possible to maintain even 1 metre of distance between pupils in some of our classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.15	Face to face contact time is reduced and limited to no more than 15 minutes duration	Staff will not offer face to face classroom support but will endeavour to support from behind or from the side. Social support will be at a distance of 2 metres. <b>See above.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.16	Pupils are seated side by side and facing forwards, rather than face to face or side on	Managed in all classrooms from Y2 – Y6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.17	Staff will work side on to pupils as opposed to face to face whenever possible	Staff will not offer face to face classroom support but will endeavour to support from behind or from the side.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.18	Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Only where absolutely essential to the welfare of the pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.19	Unnecessary furniture has been moved out of classrooms to make more space	We have no unnecessary furniture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.20	Large gatherings such as assemblies with more than one group do not take place	All assemblies will take place in phase bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.21	The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.22	Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times should not reduce the amount of overall teaching time A system of staggered starts and finishes in place. All groups will receive the same amount of teaching time in line with school policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.23	Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	See action plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.24	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)	All info to go in letter to parents on 31 <sup>st</sup> August (provisional version sent home in July)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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1.25	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)	Included in letter to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.26	External entrances to classrooms are used where practical	Very few apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.27	Break times are staggered so that all pupils are not moving around the school at the same time	Separate for each bubble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.28	Lunch breaks are staggered	Separate for each bubble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.29	Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	Sign on door showing max capacity and rules around sanitising.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.30	During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	Need to ensure staff are aware of contact sports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.31	Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying careful attention to cleaning and hygiene	Schools should refer to the following advice: <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>  Detailed in staff handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
2.1	Parents and pupils are encouraged to walk or cycle to their education setting where possible	Parents reminded via information letter. Only bikes and scooters brought in by Y5/6 and stored in bike store.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport.	<a href="#">safer travel guidance for passengers</a> <b>Need to send this to parents</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Face coverings are required at all times on public transport for children, over the age of 11.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	<b>Inadequate Cleaning/Sanitising</b>				
3.1	A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of classrooms and shared areas that are used by different bubbles / groups is in place.	Public Health England have published revised guidance for cleaning non-healthcare settings to advise on general cleaning required as per this	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Risk Assessment for Red Kite Learning Trust (Primary Schools).**

		link <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> . Bulloughs consulted – existing daytime cleaning to continue. Deep clean before September.			
3.2	Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal.	Covered in current cleaning regime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.	Staff to not use cellar door entrance but walk around to main entrance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Bins for tissues and other rubbish are emptied throughout the day.	As currently happening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary.	Currently happening. Additional sanitisers at bottom of stairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it.	Separate set of equipment for each bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Consideration given to how PE equipment is used ensuring it is appropriately cleaned between groups using it.	Minimise use of equipment. Equipment will be cleaned where a different bubble will be using it.. Liaise with Sporting influence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Different groups do not need to have their own toilet blocks allocated but toilets need to be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet.	Separate toilet blocks for each bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Shared Resources</b>				
4.1	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	Staff to decide at phase level how this will work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces.	Limit number of books in EYFS and Y1/2 and rotate. Books within the bubble will be wiped down if shared.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently 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.	If shared resources are used, staff to hold onto them for quarantine time before returning to shared area. Or sanitise and return.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school.	When allocating lockers, make sure bubbles that arrive at the same time are not together.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Risk Assessment for Red Kite Learning Trust (Primary Schools).**

4.5	Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	Minimise this where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.	Continue as currently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
5.1	Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , 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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	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 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.	<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"/>
5.3	Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible	<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"/>
5.4	Returning to work for pregnant women is subject to an individual risk assessment and the recent advice of the Royal College of Obstetrics and Gynaecology advice for women from 28 weeks gestation or with underlying health conditions must be followed.	<a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Individual Pupil Risk Assessments to be reviewed for pupils with Educational Health Care Plans in identifying what additional support they may need to make a successful return to full education.	Risk assessments to be reviewed/amended in first 2 week of term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.	Consider longer engagement of supply staff to minimise movement between sites. Develop info card for music teachers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




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5.7	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. Continue with current arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	<b>School User Becoming Unwell</b>				
6.1	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 <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>  Must communicate to staff and parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	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"/>
6.3	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.	Continue with current practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs).	See Inadequate Personal Protection & PPE section of this risk assessment. Continue with current practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	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"/>
6.6	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	Clarified in staff handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.7	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"/>
6.8	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"/>

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7	<b>School User Developing Symptoms</b>				
7.1	Schools must ensure that staff members and parents/carers understand that they must <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.	To be communicated to staff and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Schools must ensure that staff members and parents/carers understand that they must 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.	To be communicated to staff and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Schools 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).	To be communicated to staff and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Parents and staff are asked to inform the school immediately of the results of a test.	To be communicated to staff and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. <b>HOWEVER</b> , if the staff member or pupil has been in close contact with a person who has a confirmed case of Covid-19 they must self-isolate for the full 14-day period. This is because they may still develop coronavirus within the remaining days.	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6	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 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		 Covid-19 Procedure for Test and Trace FLC			
7.7	Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8	Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<b>Inadequate Hand Washing/Personal Hygiene</b>				
8.1	Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Hands are washed with liquid soap & water for a minimum of 20 seconds.	Use of non alcoholic hand sanitiser- positioned at bottom of each staircase.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	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.	A bulk order has been placed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol-based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative.  Our plan is to use non-alcohol gel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5	The 'catch it, bin it, kill it' approach is very important and is promoted.	Promote rules and routines on first day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6	Disposable tissues are available in each room for both staff and pupil use.	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Bins (ideally lidded bins) for tissues are available in each room.	In place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.8	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.	<a href="#">safe working in education, childcare and children's social care</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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<b>9</b>	<b>Inadequate Personal Protection &amp; PPE</b>				
9.1	Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.	Clarify in letter to parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2	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.	Currently in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Pupils and staff who use them are required to remove face coverings on arrival at school.	Need to agree and communicate protocol – see 9.5 below	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Pupils are instructed not to touch the front of their face covering during use or when removing face coverings.	Currently in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.5	Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	Protocol to be shared with staff and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
10.1	All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site.	Currently in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival.	Written checklist required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Where visits can happen outside of school hours, they are arranged as such.	Currently in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.4	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.	Make sure admin team all aware of guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.5	Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		Checklist required for admin when booking contractors.			
10.6	A record is kept of all visitors.	Currently in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	<b>Inadequate Ventilation</b>				
11.1	Ventilate spaces with outdoor air.	Windows in all classrooms to be open each day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Where possible, occupied room windows should be open.	Reminder required in staff handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Keep toilet ventilation in operation as much as possible while building is occupied.	Remind Jon Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Switch air handling units with recirculation to 100% outdoor air; where this is not possible, systems are operated as normal.	Reminder required in staff handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5	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"/>
<b>12</b>	<b>Food Preparation and Staff Rooms</b>				
12.1	It is very unlikely that you can catch coronavirus from food. COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging. School kitchens can continue to operate but comply with the guidance for food businesses on Covid-19.	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a> Share with kitchen team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.2	Any food handler who is unwell should not be at work. If they have symptoms, they should follow government advice and stay at home.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.3	Although it is very unlikely that coronavirus is transmitted through food, as a matter of good hygiene practice anyone handling food should wash their hands often with soap and water for at least 20 seconds. This should be done as a matter of routine, before and after handling food, and especially after being in a public place, blowing their nose, coughing, or sneezing.	Currently in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.4	Kitchens should continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.	Posters into the kitchen. Communicate with catering team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.5	As far as reasonably possible, a distance of 2 metres should be maintained between users.	Reminder notice required on staff room doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Staff can continue to use rest areas but only if they apply the same social distancing, each staff room or rest area in school designates the maximum number of staff at any time.				
12.6	Notices promoting hand hygiene and social distancing should be placed visibly in staff room area along with hand washing stations.	Posters put in staffroom and cleaning supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13</b>	<b>School Activities</b>				
13.1	Pupils do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations and promoted via in-school communications.	Where possible/practicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.2	Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same Pupils in one day, or properly cleaned between cohorts.	Include in staff handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.3	Overnight domestic (UK) and overseas educational visits should not take place at the current time.		<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?		<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
	What is the level of risk for this situation <b>BEFORE</b> control measures implemented?		<b>High</b> <input checked="" type="checkbox"/>	<b>Med</b> <input type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
	Is the risk adequately controlled with the existing control measures in school prior to this situation?		<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input checked="" type="checkbox"/>	
	Have you identified any further control measures needed to control the risk and recorded them in the action plan?		<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
	<b>ACTION PLAN</b> (insert additional rows if required)	<b>To be actioned by</b>			
	Further or altered control measures to reduce risks <i>so far as is reasonably practicable</i>	<b>Name</b>	<b>Date</b>		
	<b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>				
<b>1.1</b>	School will operate using phase bubbles. Specifically, EYFS, KS1, Y3/4 and Y5/6. Classes within each bubble will have staggered start and finish times using different entrances/exits. Each bubble will have separate times for break, lunch and assemblies and will also use different toilet facilities. Staff will remain consistent within bubbles except for some support and PPA cover which will go across bubbles.	SLT	September 2020		

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	Individual arrangements have been made (where required) to enhance safety for vulnerable staff who would normally work across bubbles. Where staff are operating across bubbles, additional precautions are required. These staff are to maintain a distance of 2 metres in well ventilated areas where possible. If prolonged contact of less than 2 metres is required (highly unlikely) then a visor will be available and must be used. Staff to wash hands when transitioning across bubbles/classes.		
<b>1.2</b>	School keeps a record of bubbles. All new classes and year groups set up on Arbor.	<b>Admin</b>	<b>Ongoing</b>
<b>1.3</b> <b>1.4</b>	Look at numbers of pupils and decide on appropriate approach for Western. Decision made by SLT to have a year group bubble approach.	<b>SLT</b>	<b>July 2020</b>
<b>1.5</b>	Timings set up for each bubbles' staggered start and finish times. (see additional Information)	<b>SLT</b>	<b>August 2020</b>
<b>1.6</b>	Bubbles will have their own equipment. Where resources have to be shared these will be thoroughly cleaned by staff. This will be outlined in the staff handbook and raised at the training day.	<b>Phase leaders</b>	<b>September 2020</b>
<b>1.7</b>	Younger children are not expected to social distance. Parents will be made aware that distancing is not possible with younger children via a letter.	<b>Phase leaders</b>	<b>September 2020</b>
<b>1.8</b>	Before and After School Care. Liaise with Kids at Heart to ensure they are adhering to bubbles within their provision. A member of staff in each phase will take children from each class to Kids Club at the end of the day. Western EY/ KS1 care will operate from KS1 classroom. Additional staff organised and separate resources for EY group provided. Record of children who attend before and after school clubs kept by team leaders.	<b>Claire Magill</b> <b>Holly Taylor</b> <b>TB speaking to Julie Shaw</b>	<b>19<sup>th</sup> Sept 2020</b>
<b>1.9</b>	Parents will be asked to contact school if they have difficulties with siblings arriving and leaving at different times and accommodation will be made.	<b>SLT</b>	<b>Ongoing</b>
<b>1.10</b> <b>1.11</b>	Draw up a list of staff who will cross phase bubbles.  Draw up a list of guidelines for staff who may need to cross bubbles and share with all staff.  SLT to check and amend as needed.  Staff in the cross-bubble group are made aware of clear guidelines for working across bubbles and distancing wherever feasible.	<b>Claire Magill</b>  <b>Group Leaders</b>  <b>SLT</b>	<b>August 2020</b>  Team meetings – 7 <sup>th</sup> and 8 <sup>th</sup> September 2020
<b>1.12</b>	Ensure in the staff handbook clear guidance is given for staff on distancing.	<b>SLT</b>	Handbook shared with staff 31 <sup>st</sup> Aug and gone through in

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			detail in meetings on 7 <sup>th</sup> & 8 <sup>th</sup> Sept
<b>1.13-1.17</b>	<p>Ensure staff understand that social distancing is limited within a primary school due to the nature of the building and number of children in the Staff Handbook and Training.</p> <p>Discuss with staff how we can best distance e.g. working to the side of children.</p> <p>Have Perspex screens for staff working regularly on a 1:1.</p>	<b>TB &amp; JM</b>	<b>21<sup>st</sup> Aug 2020</b>
<b>1.19</b>	<p>Ensure classrooms are set up with appropriately orientated desks and other furniture in classes where this is appropriate. Furniture/resources to be removed and safely stored. Classrooms in Early Years and Year One will be set up differently for our younger children in line with good practice.</p> <p>Y2-Y6 have individual sets of equipment.</p>	<b>Year Group Leaders</b>	<b>September 2020</b>
<b>1.20</b>	Assemblies will take place in year group bubbles. This is to be made clear to staff in the Staff Handbook and Training Day.	<b>SLT</b>	<b>September 2020</b>
<b>1.21</b>	<p>Movement around school has been planned for with KS2 children using different staircases and exits.</p> <p>Break/ lunches are at different times (see attached plan)</p> <p>Lockers in KS2 are separated Y3/4 and Y5/6</p>	<b>SLT</b>	<b>September 2020</b>
<b>1.22</b>	Staggered start and finished times organised. All year groups receive same teaching time.	<b>SLT</b>	<b>September 2020</b>
<b>1.23-1.26</b>	<p>Parents drop off and pick up times staggered. (See plan)</p> <p>Parents of older children encouraged to let Y6 children come into school independently. Parents to leave immediately after drop off this will be made clear in parents letter.</p> <p>Clear document with guidance for parents (See attached)</p>	<b>SLT</b> <b>TB letter to parents</b>	<b>September 2020</b> 31 <sup>st</sup> Aug 2020
<b>1.27</b>	Break times are staggered (see attached plan)	<b>SLT</b>	<b>September 2020</b>
<b>1.28</b>	<p>Lunch times are staggered (see attached plan)</p> <p>Plan in place for bubbles crossing- playground set up using barriers to make walkways</p> <p>Staff Handbook clearly explains this to staff</p>	<b>SLT</b> <b>Amy Vardy</b>	<b>September 2020</b>



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<p><b>1.29</b></p>	<p>Staff room re-organised with seats spaced. Maximum of 10 staff.</p> <p>Clear labelling on staff room door with maximum number</p> <p>Staff Handbook explains staff room use.</p> <p>Cleaning materials put in staff room.</p> <p>Wipe down touch points signage</p>	<p>SB &amp; CM</p>	<p>17<sup>th</sup> Aug 2020</p>
<p><b>1.30</b> <b>1.31</b></p>	<p>P.E equipment to be cleaned after use if it is going to be used by another bubble.</p> <p>P.E organised so different bubbles are not using the same equipment where possible.</p> <p>Sporting Influence contacted to ensure they are clear on how this will be managed.</p> <p>Sporting Influence contacted regarding risk assessments for P.E</p> <p>Equipment for break times will be sorted for each bubble.</p>	<p>SLT EC/ HW</p> <p>Hannah Wray'</p>	<p>September 2020</p> <p>September 2020</p>
<p><b>Social Distancing Measures Not Followed During Travel to and from School</b></p>			
<p><b>2.1</b></p>	<p>Parent letter to include encouragement to walk to school. Letter to parents will inform parents that only Y5/6 can leave bikes and scooters in the bike shed to minimise cross contamination.</p>	<p>Headteacher</p>	<p>August 2020</p>
<p><b>2.2</b> <b>2.3</b></p>	<p>Attached to parents' letter <a href="#">safer travel guidance for passengers</a></p> <p>Guidance on using face coverings on public transport outlined in this letter.</p>	<p>Headteacher</p>	<p>August 2020</p>
<p><b>Inadequate Cleaning/Sanitising</b></p>			
<p><b>3.0</b></p>	<p>Public Health England have published revised guidance for cleaning non-healthcare settings to advise on general cleaning required as per this link <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>. Bulloughs consulted – existing daytime cleaning to continue. Deep clean before September.</p>	<p>Bulloughs Headteacher</p>	<p>September 2020</p>
<p><b>3.1</b> <b>3.2</b></p>	<p>Staff and Bulloughs will clean surfaces regularly. Where classrooms are used by different bubbles, staff will wipe down before the next bubble enters.</p> <p>Handrail on Y3/4 staircase needs regular sanitising.</p>	<p>All staff Bulloughs TB to discuss with Michel</p>	<p>September 2020</p> <p>7<sup>th</sup> Sept</p>

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	Bins emptied regularly throughout the day (As part of cleaning schedule.		
3.3	Staff Handbook outlines that staff are not to use cellar door entrance at any time. Car park gates will be closed to traffic at 8.40 each morning. Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use. See Cleaning schedule.	SLT	September 2020
3.4	Bins for tissues and other rubbish are emptied throughout the day. See cleaning schedule	Bulloughs	September 2020
3.5	Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary.	Bulloughs/ JM	September 2020
3.6	Play equipment for break times is organised for each bubble and kept separately.	Year Group Leaders	September 2020
3.7	Consideration given to how PE equipment is used ensuring it is appropriately cleaned between groups using it. (See 1.30/ 1.31). Detailed in staff handbook and discussed in team meetings.	SLT/Sporting Influence Phase leaders	September 2020 7 <sup>th</sup> & 8 <sup>th</sup> Sept 2020
3.8	Each bubble to have their own toilets. This will be explained to staff and children.  Two toilets at bottom of stairs will be for Y3/4 and Y5/6- these will be labelled accordingly for use at break times.	SLT	September 2020
3.9	Ensure all classrooms and shared spaces and staff room have cleaning equipment	JM/ PM	August 2020
3.10	Ensure that staff toilet facilities are cleaned more regularly as there is no provision for bubble staff to have separate toilets.	SLT TB to discuss with Michel (Bulloughs)	September 2020 7 <sup>th</sup> Sept 2020
	<b>Shared Resources</b>		
4.1	Individual resource packs for children from Y2-Y6.  Packs set up and organised.  Children in EY and Y1 will have shared resources due to limited social distancing and practicalities.	Year group leaders	September 2020
4.2	Limit number of books in EYFS and Y1/2 and rotate.  Boxes set up for easy rotation of books. Books stored for 72 hours.  Books within the bubble will be wiped down if shared.	Claire Magill Holly Taylor	September 2020

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	Reading books given out on a Monday and handed in on Friday and stored for 72 hours before changing.  Make sure staff aware of system in place.  Letter explaining reading books to parents	Phase leaders  Phase leaders	7 <sup>th</sup> & 8 <sup>th</sup> Sept 2020  2 <sup>nd</sup> Sept 2020
4.3	If shared resources are used, staff to hold onto them for quarantine time before returning to shared area. Or sanitise and return. This is to be outlined in the Staff Handbook.	<b>All staff</b>	<b>September 2020</b>
4.4	When allocating lockers, make sure bubbles that arrive at the same time are not together.  Label lockers to ensure bubbles are not placed together	<b>KS1 and KS2 leaders</b>	<b>September 2020</b>
4.5	In staff handbook it clearly outlines that pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	<b>SLT</b>	<b>7<sup>th</sup> &amp; 8<sup>th</sup> September 2020</b>
4.6	Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day. Outlined in staff handbook and reiterated at team meetings.	<b>SLT</b>	<b>7<sup>th</sup> &amp; 8<sup>th</sup> September 2020</b>
4.7	Develop clear guidelines how the library can be used safely. Library not to be used for 1 <sup>st</sup> few weeks of term. A plan will be devised during this time.	<b>SLT/ Karen Anderson</b>	<b>September 2020</b>
	<b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>		
5.1	<b>Ensure that information to parents is sent with clear guidelines as to what to do if your child is diagnosed with Covid-19.</b> <b>Send link to parents <a href="#">coronavirus (COVID-19) symptoms</a>,</b>	<b>TB letter to parents</b>	<b>31<sup>st</sup> August 2020</b>
5.2 5.3	Individual risk assessments are completed/ updated for any staff who are clinically vulnerable and are returning to work. Individual staff are consulted and spoken to in person where necessary/appropriate.  Risk assessments shared with staff	<b>SLT</b>	<b>Week beginning 31<sup>st</sup> August 2020</b>
5.4	Risk assessments completed for pregnant staff in line with <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</a>	<b>SLT</b>	<b>September 2020</b>
5.5	Individual Pupil Risk Assessments to be reviewed for pupils with Educational Health Care Plans in identifying what additional support they may need to make a successful return to full education.	<b>Teaching Staff</b>	<b>September 2020</b>
5.6	Clear risk assessment for peri music teachers with procedures for working in school.	<b>SLT/Kate Mabbott</b>	<b>September 2020</b>

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	Minimise the spaces used for music teaching where/ if possible.		
5.7	PPE equipment set up and ready to be used for any suspected Covid-19 cases. Staff are aware of how to wear equipment (see posters provided). (Staff Handbook)	PM/ Admin	September 2020
5.8	Guidelines sheet for any visitors or contractors coming into school.	SLT	September 2020
	<b>School User Becoming Unwell</b>		
6.1	Ensure that parents are informed that they should keep children at home if they are generally unwell or are displaying symptoms.	TB letter to parents	31 <sup>st</sup> Aug 2020
6.2	Clear guidance in Staff Handbook and on what to do with a child is unwell (not necessarily Covid 19)	SLT	7 <sup>th</sup> & 8 <sup>th</sup> September 2020
6.3	All staff are made aware of this and where children should be taken on training day.		
6.4	Ensure staff are aware of any PPE equipment to be worn whilst dealing with an unwell child with symptoms on training day.		
6.5			
6.6			
6.7			
6.8	Ensure that on guidance sheet all children in affected room/bubble wash their hands if a child becomes unwell and is sent home.		
	Ensure on guidance sheet that it outlines about a thorough clean of the area where ill child has been.		
6.9	Ensure all admin staff are clear on the guidance and procedures. TB to meet with admin team on 7 <sup>th</sup> /8 <sup>th</sup> Sept.	TB	September 2020
	<b>School User Developing Symptoms</b>		September 2020
7.1	Ensure that staff members and parents/carers understand that they must <a href="#">book a test</a> if they are displaying symptoms. Ensure this is clear in Staff Handbook and parent letters.	SLT on training days and TB letter to parents	August/September 2020
	Clear guidance in Staff Handbook on What to do Sheet if a child is suspected of symptoms.		
	All staff are made aware of this and where children should be taken on training day.		

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	<p>Add to What to do sheet about ensuring Bulloughs clean any toilet an ill child visits for a thorough clean after use.</p> <p>Ensure staff are aware of any PPE equipment to be work whilst dealing with an unwell child with symptoms on training day.</p> <p>Ensure that dial 999 is added to the guidance sheet if a child becomes suddenly very ill.</p> <p>Ensure that staff fully understand the test and trace procedures for suspected pupil or staff cases (Staff Handbook and Training Day</p> <p>Ensure that on guidance sheet all children wash their hands if a child becomes unwell and is sent home.</p>		
7.2	<p>Ensure staff and parents and carers are informed via Staff Handbook and letters sent out that they must 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 &amp; Trace.</p>	SLT	August/September 2020
7.3 7.4	<p>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). Staff Hand book and Parent Letter.</p> <p>Parents and staff are asked to inform the school immediately of the results of a test. Staff Hand book and Parent Letter.</p>	SLT	September 2020
7.5	<p>Ensure guidance to staff and parents is clear on what happens if someone tests negative.</p>	SLT	August/September 2020
7.6	<p>Ensure that guidance for staff and parents explains what to do 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 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when</p>	SLT	August/September 2020

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	<p>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>Local health protection team contacted swiftly.</p>		
<b>7.7</b>	Ensure guidance to parents and staff is clear that schools will 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.	SLT	August/September 2020
<b>7.8</b>	Ensure staff and parents are aware that we will not be taking temperatures of children routinely.		
	<b>Inadequate Hand Washing/Personal Hygiene</b>		
<b>8.1</b>	<p>Posters promoting good handwashing in place around school.</p> <p>Staff have planned lessons to discuss hand hygiene early in Autumn 1.</p> <p>Guidance for visitors/ contractors/ peri music teachers will have guidance regarding handwashing.</p> <p>Ensure staff handbook makes this very clear.</p>	SLT	Already in place
<b>8.2</b>	Children are reminded regarding handwashing in Autumn1 and given time to clean properly.	SLT	September 2020
<b>8.3</b>	Additional hand sanitiser stations added to the stair cases and outside the staff room.	Peter Martin & JM	21 <sup>st</sup> August 2020
<b>8.4</b>	<p>Staff rota/ routine of supervision at hand sanitising points is in place so children can sanitise safely.</p> <p>Staff made aware of children being supervised in Staff Handbook.</p>	Phase leaders	7 <sup>th</sup> & 8 <sup>th</sup> September 2020
<b>8.5</b>	'Catch it, bin it, kill it' approach is very important and is promoted. Posters around school and reinforced with children early September.	SLT	September 2020
<b>8.6</b>	Tissues for children and staff readily available in all rooms.	SLT	September 2020

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8.7	Lidded bins in all classrooms.	SLT	Already in place
	<b>Inadequate Personal Protection &amp; PPE</b>		
9.1	Letter to parents reinforces that face coverings are not used in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.	Headteacher	September 2020
9.2	Staff Handbook outlines when PPE needs to be worn in school.	SLT	September 2020
9.3 9.4 9.5	Letter to parents reinforces that children should take off their mask on entry to school if they have worn one on the way to school. Preferably the parent will take the mask away following guidance. Protocol for mask removal to be shared with staff and in parent letter.	Headteacher	August 2020
	<b>Visitors, Contractors &amp; Spread of Coronavirus</b>		
10.1	All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site. Current protocol.	HT/Admin	Ongoing
10.2 10.3	Guidelines for all visitors. School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival.  Ensure admin/ staff are aware that where visits can happen outside of school hours, they are arranged as such.	HT/Admin	September 2020
10.4	Ensure that admin staff are aware of the guidelines that 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.	HT/Admin	September 2020
10.5	Ensure that contractors provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.  To create a checklist required for admin when booking contractors.	HT/Admin	September 2020
10.6	To maintain a record is kept of all visitors. Protocol in place.	Admin via sign in system	September 2020
10.7	All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site.	Admin	September 2020
10.8	To ensure any parents who would like to visit the nursery for a look around are given appointments at the end of the school day and not during.  Guidelines for these visits to be sent to parents prior to the visit.	Claire Magill Admin	September 2020

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10.9	Communicate protocol for using car park as an entrance/exit including contacting regular suppliers with agreed times when they will not have access to the car park.	TB/Admin	September 2020
	<b>Inadequate Ventilation</b>		
11.1	External doors to be left open if possible to circulate air.	All staff	September 2020
11.2	Staff to be reminded via handbook to have doors and windows open wherever possible.	All staff	September 2020
11.3	Ensure toilet ventilation in operation as much as possible while building is occupied.	All staff	September 2020
11.4	Ensure air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal. Reminder in staff handbook. Liaise with caretaker to investigate the opening of windows in KS1 area. Discuss with Sam T regarding rooms with no opening windows.	All staff	September 2020
	<b>Food Preparation and Staff Rooms</b>		
12.1	To ensure latest guidance is shared with kitchen staff regarding food and Covid-19. <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a> Headteacher to meet with catering team to go through guidance.	Amy Vardy HT	September 2020 September 2020
12.2	Ensure kitchen staff understand and have clear guidelines on what to do if they are unwell. Staff Handbook and Training.	Amy Vardy	September 2020
12.3	Ensure posters and good handwashing/ hygiene standards are met and reinforced in the kitchen	Amy Vardy Julie Whitehead	September 2020
12.4	Ensure kitchens should continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Posters into the kitchen. Communicate with catering team.	Amy Vardy	September 2020
12.5	As far as reasonably possible, a distance of 2 metres should be maintained between users. Staff can continue to use rest areas but only if they apply the same social distancing, each staff room or rest area in school designates the maxim number of staff at any time. Poster to remind staff to distance and training to reinforce	Amy Vardy	September 2020
12.6	Notices promoting hand hygiene and social distancing should be placed visibly in staff room area along with hand washing stations. Posters put in staffroom and cleaning supplies	SLT	September 2020
12.7	Tables in the canteen to be arranged so children are not face to face	TB/kitchen team Amy Vardy	7 <sup>th</sup> & 8 <sup>th</sup> September 2020
13	<b>School Activities</b>		



**Risk Assessment for Red Kite Learning Trust (Primary Schools).**

13.1	Ensure pupils do not interact in a manner where they will have close contact with each other across bubbles (maintain social distancing). This must be supported by very clear expectations and promoted via in-school communications where practicable.	Phase leaders and teachers	September 2020
13.2	Ensure that any equipment used in practical lessons can be cleaned thoroughly before passing to another bubble or stored for 72 hours between use. Staff Handbook.	SLT	September 2020
13.3	SLT to monitor guidance for residential visits as and when it is renewed.	SLT	September 2020
	<b>Communication with staff</b>		
14.1	Staff Handbook updated ensuring any additional elements identified in the risk assessment are updated and added.	SLT	September 2020
14.2	Staff Handbook is shared with all staff and key items are discussed on the training day.	SLT	September 2020
14.3	Go through RA point by point with staff in September	SLT	September 2020
14.4	Fire evacuation plan is updated.	Claire Magill	August 2020
14.5	Fire evacuation plan shared with all staff on Training Day	SLT	September 2020
14.6	Fire evacuation drill booked in for early in the Autumn term.	SLT	September 2020.
14.7	Devise a plan for staff meetings so all staff can be accommodated.	SLT	September 2020

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 type="checkbox"/>	Low <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Distribution:</b> Sam Taylor (RKLT), Jayne Sorrell (Chair of Govs), all Western Staff and parents			

**Risk Assessment for Red Kite Learning Trust (Primary Schools).**

<i>Risk rating</i>	<i>Action</i>
<b>HIGH Intolerable or Substantial Risks</b>	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice).
<b>MED Moderate Risks</b>	Review/add controls (as far as reasonably practicable) & monitor.
<b>LOW Tolerable or Trivial</b>	Monitor control measures.