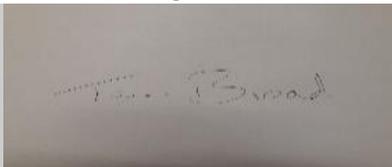
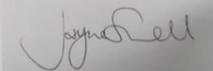


Risk Assessment for Red Kite Learning Trust (Primary Schools).

Assessment Title:	Coronavirus (COVID-19): implementing protective measures for full opening: PRIMARY SCHOOLS	Reference Number:	2333
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School Name:	Western primary	School Address:	Cold Bath Road, Harrogate, HG2 0NA
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Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
4 th January 2021	Sam Taylor		31/01/21

Name of Head Teacher (print):	Head Teacher Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
Tim Broad		Jayne Sorrell	

Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974. - Management of H & S at Work Regulations 1999. - Dept of Education Guidance For Full Opening of School 7th August 2020
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Risk Assessment for Red Kite Learning Trust (Primary Schools).

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	Note: this list is not exhaustive and <u>must</u> be adapted for your own needs				
	<ol style="list-style-type: none"> 1. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed 2. Social Distancing Measures Not Followed During Travel to and from School 3. Inadequate Cleaning/Sanitising 4. Shared Resources 5. Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors 6. Site User Becoming Unwell 7. Site User Developing Symptoms 8. Inadequate Hand Washing/Personal Hygiene 9. Inadequate Personal Protection & PPE 10. Visitors, Contractors & Spread of Coronavirus 11. Inadequate Ventilation 12. Catering 13. School Activities 				
No.	CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
	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.				
1.	Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed				
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	This should be a proportionate recording process. Schools do not need to ask pupils to record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

		everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome			
		Managed through Arbor Phase timetables also indicate staff who work across bubbles and structure of maths groups			
1.3	During lockdown whilst schools are being attended by vulnerable children and the children of critical workers only, schools should keep group sizes small where possible.	Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	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"/>
1.5	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"/>
1.6	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"/>
1.7			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Schools should continue to offer wraparound provision, such as breakfast and afterschool clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people).	Currently assessing need/viability (12/1/21)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Schools should work closely with external wrap around providers which their pupils use, to ensure as far as practicable, children can be kept with children from the same bubble they are in during the school day.	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"/>
1.10	Siblings may be in different groups	Arranged and agreed with providers and RKL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11	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"/>

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

1.12	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	The use of face coverings in areas outside the classroom may be implemented at the head teacher's discretion (see Inadequate Personal Protection section of this RA) Also see above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13	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"/>
1.14	Adults avoid close face to face contact and limit time spent within 2 metres of anyone to less than 15 minutes duration Kitchen staff to have access to visors for food serving purposes.	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. One to one support for EHCP pupils in class will need to be more than 15 minutes. Perspex screens are available to use. DEFINITIONS:- 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.15	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"/>
1.16	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. See above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.17	Pupils are seated side by side and facing forwards, rather than face to face or side on wherever possible.	Managed in all classrooms from Y2 – Y6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

	With younger children e.g., KS1 or children with SEN needs this may not be possible as it may limit the provision of high-quality education that promotes their development or may limit children's ability to effectively see teaching resources/ access support. In these cases, it is acceptable not to arrange all desks in a forward-facing manner as long as it is only done to improve the quality of teaching and learning for the children.				
1.18	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"/>
1.19	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"/>
1.20	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"/>
1.21	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"/>
1.22	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"/>
1.23	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"/>
1.24	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"/>
1.25	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 st August (provisional version sent home in July)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.26	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"/>
1.27	External entrances to classrooms are used where practical	Very few apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.28	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"/>

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

1.29	Lunch breaks are staggered	Separate for each bubble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.30	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. The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.31	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"/>
1.32	The ability of schools to offer team sports is likely to be limited. Schools must only provide team sports on the list available at return to recreational team sport framework . Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise	Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust Detailed in staff handbook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.33	The government advises against all educational visits at this time.	Domestic (UK) overnight and overseas educational visits are prohibited	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Social Distancing Measures Not Followed During Travel to and from School				
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.	safer travel guidance for passengers Need to send this to parents	<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"/>
3	Inadequate Cleaning/Sanitising				

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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 link COVID-19: cleaning of non-healthcare settings guidance . Bulloughs consulted – existing daytime cleaning to continue. Deep clean before September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. Malleable materials (messy play) should only be shared if the materials can be handled by a small, consistent group of children of no more than 15 at a time, and that no one else outside the group can come into contact with it.	Separate set of equipment for each bubble. Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers	<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"/>
4	Shared Resources				
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"/>

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

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"/>
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"/>
5	Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
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 coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	The school recognises that if they have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. Staff should talk to their employers about how they will be supported, including to work from home where possible.	Individuals in this group have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past. Western does not have staff in this category.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

5.4	Children deemed clinically extremely vulnerable are advised not to attend school.	Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Staff who are in the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact, and maintaining social distancing.	Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in their workplace and home settings.	An Individual Risk Assessment may be needed. Advice sought on a case by case basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	<p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission.</p> <p>An employer's workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical, or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p> <p>If a school is notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, the employer should check the workplace risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, the employer must take appropriate sensible action to reduce, remove or control them.</p>	School must complete the New and Expectant Mothers risk assessment for those who are clinically vulnerable as well as the Covid Individual risk assessment. Those with a significant heart disease are clinically extremely vulnerable and should not attend school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

5.8	Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff	To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9	Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10	Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.11	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"/>
6	School User Becoming Unwell				
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 arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days after contact with the symptomatic person.	stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Must communicate to staff and parents If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms	<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"/>

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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.	COVID-19: cleaning of non-healthcare settings guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	School User Developing Symptoms				
7.1	Schools must ensure that staff members and parents/carers understand that they must book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.	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 self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).	Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms 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.	Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7.5	<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. HOWEVER, 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 10 day period. This is because they may still develop coronavirus within the remaining days.</p>	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Schools may request evidence of a negative test if a student displays symptoms then wishes to return to school before the end of the 10 day isolation period.</p>	☒	☐	☐
7.6	<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10 day isolation period</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days. Communicated to parents.</p>	☒	☐	☐
7.7	<p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 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 10 days.</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p>  <p>Covid-19 Procedure for Test and Trace FLC</p>	☒	☐	☐
7.8	<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</p>	<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. travelling in a small vehicle, like a car, with an infected person</p>	☒	☐	☐

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7.9	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"/>
8	Inadequate Hand Washing/Personal Hygiene				
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.	safe working in education, childcare and children's social care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Inadequate Personal Protection & PPE				
9.1	Face coverings are not not advised in school classrooms 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	In Primary schools where social distancing is not possible such as indoor areas outside of classrooms, between members of staff or visitors (for example, in	Some individuals are exempt from wearing face coverings. This applies to those who:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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	staffrooms) staff may wear face coverings (e.g. visors) at the discretion of the Head Teacher.	- cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment or disability - speak to or aid someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.			
9.3	It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4	In such circumstances as face coverings are allowed to be worn in school, they must be worn correctly	All detailed in email to all staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.5	Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.6	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.7	Where a face covering becomes damp, it should not be worn and the face covering should be replaced		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.8	Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.9	School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances		This procedure should be communicated clearly to pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.10	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"/>
10	Visitors, Contractors & Spread of Coronavirus				

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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. Checklist required for admin when booking contractors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.6	As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.7	Schools should not open up or hire out their premises for use by external bodies or organisations, such as external couches, holiday clubs etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.8	Schools should consider how to manage visitors to the site, such as contractors, and ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed.	This means suspending parent, carer and external visitors for: - New admissions - Settling in children to new setting - Job interviews - (moved to online) Attending organised performances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.9	A record is kept of all visitors.	Currently in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Keeping Occupied Spaces Well Ventilated				
11.1	Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.	Windows in all classrooms to be open each day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Mechanical ventilation systems: These should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)	Reminder required in staff handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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11.3	Natural ventilation: Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air	Remind Jon Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Natural ventilation: If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)	Reminder required in staff handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Food Preparation and Staff Rooms				
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.	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 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"/>
13	School Activities				
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	All educational visits are to be suspended during lockdown.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.4	Schools can continue to engage peripatetic teachers, including staff from music education hubs. Peripatetic teachers can move between schools, for instance, but schools should consider how to minimise the number of visitors where possible. They will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.				
13.5	Playing instruments and singing in groups should take place outdoors wherever possible.				
13.6	If playing instruments and singing in groups indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. Limit the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation.				
13.7	Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. <ul style="list-style-type: none"> - Pupils should be positioned back-to-back or side-to-side when playing or singing. - Use microphones where possible or encourage singing quietly. Avoid sharing instruments.				

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13.8	Schools must only provide team sports on the list available at return to recreational team sport framework .			
13.9	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise			
13.10	Blank			
13.11	All extracurricular clubs, organisations etc. should be suspended during lockdown.			
	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 situation BEFORE control measures implemented?	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
	Is the risk adequately controlled with the existing control measures in school prior to this situation?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	Have you identified any further control measures needed to control the risk and recorded them in the action plan?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	ACTION PLAN (insert additional rows if required)	To be actioned by		
	Further or altered control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date	
	Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed			
1.1	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. Individual arrangements have been made (where required) to enhance safety for vulnerable staff who would normally work across bubbles.	SLT	September 2020	

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	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.		
1.2	School keeps a record of bubbles. All new classes and year groups set up on Arbor.	Admin	Ongoing
1.3	Look at numbers of pupils and decide on appropriate approach for Western. Decision made by SLT to	SLT	July 2020
1.4	have a year group bubble approach.		
1.5	Timings set up for each bubbles' staggered start and finish times. (see additional Information)	SLT	August 2020
1.6	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.	Phase leaders	September 2020
1.7	Younger children are not expected to social distance. Parents will be made aware that distancing is not possible with younger children via a letter.	Phase leaders	September 2020
1.8	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.	Claire Magill Holly Taylor TB speaking to Julie Shaw	19 th Sept 2020
1.9	Parents will be asked to contact school if they have difficulties with siblings arriving and leaving at different times and accommodation will be made.	SLT	Ongoing
1.10	Draw up a list of staff who will cross phase bubbles.	Claire Magill	August 2020
1.11	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.	Group Leaders SLT	Team meetings – 7 th and 8 th September 2020
1.12	Ensure in the staff handbook clear guidance is given for staff on distancing.	SLT	Handbook shared with staff 31 st Aug and gone through in detail in meetings on 7 th & 8 th Sept
1.13-1.17	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.		

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	Discuss with staff how we can best distance e.g. working to the side of children. Have Perspex screens for staff working regularly on a 1:1.	TB & JM Year Group Leaders	21 st Aug 2020 September 2020
1.19	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. Y2-Y6 have individual sets of equipment.		
1.20	Assemblies will take place in year group bubbles. This is to be made clear to staff in the Staff Handbook and Training Day.	SLT	September 2020
1.21	Movement around school has been planned for with KS2 children using different staircases and exits. Break/ lunches are at different times (see attached plan) Lockers in KS2 are separated Y3/4 and Y5/6	SLT	September 2020
1.22	Staggered start and finished times organised. All year groups receive same teaching time.	SLT	September 2020
1.23	Parents drop off and pick up times staggered. (See plan)	SLT	September 2020
1.24	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.	TB letter to parents	31 st Aug 2020
1.25			
1.26	Clear document with guidance for parents (See attached)		
1.27	Break times are staggered (see attached plan)	SLT	September 2020
1.28	Lunch times are staggered (see attached plan) Plan in place for bubbles crossing- playground set up using barriers to make walkways Staff Handbook clearly explains this to staff	SLT Amy Vardy	September 2020
1.29	Staff room re-organised with seats spaced. Maximum of 10 staff. Clear labelling on staff room door with maximum number Staff Handbook explains staff room use. Cleaning materials put in staff room.	SB & CM	17 th Aug 2020

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	Wipe down touch points signage		
1.30 1.31	<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>
	Social Distancing Measures Not Followed During Travel to and from School		
2.1	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.	Headteacher	August 2020
2.2 2.3	<p>Attached to parents' letter safer travel guidance for passengers</p> <p>Guidance on using face coverings on public transport outlined in this letter.</p>	Headteacher	August 2020
	Inadequate Cleaning/Sanitising		
3.0	Public Health England have published revised guidance for cleaning non-healthcare settings to advise on general cleaning required as per this link COVID-19: cleaning of non-healthcare settings guidance . Bulloughs consulted – existing daytime cleaning to continue. Deep clean before September.	Bulloughs Headteacher	September 2020
3.1 3.2	<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>Bins emptied regularly throughout the day (As part of cleaning schedule).</p>	<p>All staff Bulloughs TB to discuss with Michel</p>	<p>September 2020</p> <p>7th Sept</p>
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

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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 th & 8 th 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 th Sept 2020
	Shared Resources		
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. 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	Claire Magill Holly Taylor Phase leaders Phase leaders	September 2020 7 th & 8 th Sept 2020 2 nd 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.	All staff	September 2020
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	KS1 and KS2 leaders	September 2020

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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.	SLT	7 th & 8 th September 2020
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.	SLT	7 th & 8 th September 2020
4.7	Develop clear guidelines how the library can be used safely. Library not to be used for 1 st few weeks of term. A plan will be devised during this time.	SLT/ Karen Anderson	September 2020
	Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors		
5.1	Ensure that information to parents is sent with clear guidelines as to what to do if your child is diagnosed with Covid-19. Send link to parents coronavirus (COVID-19) symptoms ,	TB letter to parents	31 st August 2020
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	SLT	Week beginning 31 st August 2020
5.4	Risk assessments completed for pregnant staff in line with https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/	SLT	September 2020
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.	Teaching Staff	September 2020
5.6	Clear risk assessment for peri music teachers with procedures for working in school. Minimise the spaces used for music teaching where/ if possible.	SLT/Kate Mabbott	September 2020
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
	School User Becoming Unwell		
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 st Aug 2020
6.2 6.3 6.4	Clear guidance in Staff Handbook and on what to do with a child is unwell (not necessarily Covid 19) All staff are made aware of this and where children should be taken on training day.	SLT	7 th & 8 th September 2020

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<p>6.5 6.6 6.7 6.8</p>	<p>Ensure staff are aware of any PPE equipment to be worn whilst dealing with an unwell child with symptoms on training day.</p> <p>Ensure that on guidance sheet all children in affected room/bubble wash their hands if a child becomes unwell and is sent home.</p> <p>Ensure on guidance sheet that it outlines about a thorough clean of the area where ill child has been.</p>		
<p>6.9</p>	<p>Ensure all admin staff are clear on the guidance and procedures. TB to meet with admin team on 7th/8th Sept.</p>	<p>TB</p>	<p>September 2020</p>
	<p>School User Developing Symptoms</p>		<p>September 2020</p>
<p>7.1</p>	<p>Ensure that staff members and parents/carers understand that they must book a test if they are displaying symptoms. Ensure this is clear in Staff Handbook and parent letters.</p> <p>Clear guidance in Staff Handbook on What to do Sheet if a child is suspected of symptoms.</p> <p>All staff are made aware of this and where children should be taken on training day.</p> <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>	<p>SLT on training days and TB letter to parents</p>	<p>August/September 2020</p>

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7.2	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 & Trace.	SLT	August/September 2020
7.3 7.4	Ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Staff Hand book and Parent Letter. Parents and staff are asked to inform the school immediately of the results of a test. Staff Hand book and Parent Letter.	SLT	September 2020
7.5	Ensure guidance to staff and parents is clear on what happens if someone tests negative.	SLT	August/September 2020
7.6	Ensure that guidance for staff and parents explains what to do if someone tests positive, they should follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ' and must continue to self-isolate for at least 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 10 days. Local health protection team contacted swiftly.	SLT	August/September 2020
7.7	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 10 days since they were last in close contact with that person when they were infectious.	SLT	August/September 2020
7.8	Ensure staff and parents are aware that we will not be taking temperatures of children routinely.		
	Inadequate Hand Washing/Personal Hygiene		
8.1	Posters promoting good handwashing in place around school. Staff have planned lessons to discuss hand hygiene early in Autumn 1.	SLT	Already in place

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	Guidance for visitors/ contractors/ peri music teachers will have guidance regarding handwashing. Ensure staff handbook makes this very clear.		
8.2	Children are reminded regarding handwashing in Autumn1 and given time to clean properly.	SLT	September 2020
8.3	Additional hand sanitiser stations added to the stair cases and outside the staff room.	Peter Martin & JM	21 st August 2020
8.4	Staff rota/ routine of supervision at hand sanitising points is in place so children can sanitise safely. Staff made aware of children being supervised in Staff Handbook.	Phase leaders	7 th & 8 th September 2020
8.5	'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
8.6	Tissues for children and staff readily available in all rooms.	SLT	September 2020
8.7	Lidded bins in all classrooms.	SLT	Already in place
	Inadequate Personal Protection & PPE		
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
	Visitors, Contractors & Spread of Coronavirus		
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

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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
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
	Inadequate Ventilation		
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
	Food Preparation and Staff Rooms		
12.1	To ensure latest guidance is shared with kitchen staff regarding food and Covid-19. https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 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

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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 th & 8 th September 2020
13	School Activities		
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
	Communication with staff		
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

Additions and Amendments made since the start of term – 7th September 2020

1.Operation of Success Groups

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1.1	Staff from different bubbles can meet in their Success groups with the following stipulations: Max group size = 4. A minimum of 2 metres must be maintained between all staff in the group at all times, meetings must be held in a large, ventilated room, there is to be no sharing of equipment or resources and tables and chairs must be wiped down after the meeting.	Agreed and shared with all staff (HT)	9 th September 2020
1.2	Only children from Y6 will be in Success groups.	Sara Riddle (Success group co-ordinator)	9 th Sept 2020
2. One-to-One working			
2.1	For staff who are working closely with pupils in different bubbles, the following protocols must be observed: where possible, staff should maintain a distance of 2 metres in a ventilated room (if no ventilation, then the door must be kept open); if closer than 2 metres, then a visor or perspex screen must be used.	Discussed with SLT and shared with all staff (HT)	11 th September 2020
3. Ventilation			
3.1	Windows which are currently painted shut to be freed and opened to allow additional ventilation in the KS1 pod area. This will also increase ventilation in the pupil support rooms.	Jonathan Moore	12 th September 2020
4. Drop-off and Pick-up			
4.1	Parents to be asked to deliver and collect all siblings at the earliest and latest allocations in order to ease congestion on Cold Bath Road.	Letter to parents (HT)	11 th September 2020
4.2	Reiterate with parents that only one parent should attend to drop-off/pick-up children.		
4.3	Ask parents not to bring dogs with them at this time and avoid bringing prams and pushchairs where possible.		
4.4	Remind parents of the importance of social distancing and not to congregate, chatting in groups at this time.		
4.5	Increase signage outside the building regarding moving away quickly.		
4.6	Recommend the wearing of masks for any parents and staff who are out on the pavement at this time.		
4.7	Facility made for KS1 parents to wait in grassed area to ease congestion on pavement and reduce risk of anyone having to step into the road.	CM/KS	21 st September 2020
4.8	Collections from nursery at lunchtime now via the carpark due to how busy the main playground is at this time.		
5. Road Safety			
5.1	Letter to parents outlining ongoing concerns particularly around them calling children across the road to them.	HT	18 th Sept 2020
5.2	Email to North Yorks County Council Road Safety Department, Harrogate Borough Council and North Yorks Police stressing the need for a temporary crossing patrol opposite our car park gate.	HT	18 th Sept 2020

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6. Preparation for responding to a confirmed case in the school population			
6.1	Written protocol devised to enable a rapid and co-ordinated response in the event of a confirmed, positive test outcome	HT	22 nd September 2020
6.2	Remote Teaching and Learning plan devised and shared with all staff to enable a smooth transition in the event of a full or partial closure and to support pupils who are self-isolating.	SLT	21 st September 2020
7. Hygiene			
7.1	Additional sanitising stations outside the canteen, stockroom and staffroom.	Jon Moore	16 th September 2020
8. Catering			
8.1	Kitchen staff have agreed to wear face coverings whilst working due to the difficulties of always maintaining social distancing.	HT	14 th September 2020

Additions and Amendments made from October 2020

1. Cleaning			
1.1	Additional, more frequent cleaning of outdoor 'apparatus' including barriers, benches and play equipment is now taking place each day.	Break and lunchtime staff	Mon 19 th October
2. Transmission			
2.1	Catering team will now wear face coverings during periods when they are working in close proximity in the kitchen area	Monitored by Amy Vardy and HT	Mon 5 th October
2.2	All parents and staff asked to wear a face covering in the school grounds during drop-off and collection.	Letter from HT	Mon 2 nd November
2.3	Details shared and reinforced with all staff around the correct and hygienic use of face coverings.	Email from HT	Thursday 5 th November
2.3	Additional chairs have been removed from the staffroom to assist with social distancing.	HT	Mon 19 th October
2.4	Reminder sent to all parents and carers around the details of self-isolation and testing.	HT	Friday 6 th November
2.5	Seating plans for lunch tables have been put in place in all lunchrooms inc taking a photo	Lunchtime staff	Monday 9 th November
2.6	Kitchen staff are plating up food and stepping back as children collect, to avoid being close to pupils	Kitchen staff	Monday 9 th November
2.7	Ventilation – staff advised that ventilation can be reduced when weather is particularly cold.	Teaching staff	2 nd November
2.8	All extra-curricular activities/visitors have been cancelled.	HT	2 nd Nov
2.9	Staff may wear a visor in any school activity where they feel it makes them safer.	HT	4 th Jan 2021

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State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment.	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Distribution: Sam Taylor (RKLTL), Jayne Sorrell (Chair of Govs), all Western Staff and parents			
<i>Risk rating</i>	<i>Action</i>		
HIGH Intolerable or Substantial Risks	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice).		
MED Moderate Risks	Review/add controls (as far as reasonably practicable) & monitor.		
LOW Tolerable or Trivial	Monitor control measures.		