

# RISK ASSESSMENT

Assessment Title:	Coronavirus (COVID-19): implementing protective measures for full opening: PRIMARY SCHOOLS	Reference Number:	
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School Name:	ROSSETT ACRE PRIMARY SCHOOL	School Address:	PANNAL ASH ROAD, HARROGATE, HG2 9DH
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Date Assessment Undertaken:	Name of Assessors (print):	Assessor Signature:	Assessment Review Date:
August/Sept 2020	C. Penhale C. Wilson K. Macnair A. Ingle  S. Taylor – reviewed for the Trust		Regularly and on-going

Name of Head Teacher (print):	Head Teacher Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
CORRINE PENHALE		IAN FOY	

Main Legislation and/or Information Source:	<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 2<sup>nd</sup> July 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

RISKS	<p><i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i></p> <ol style="list-style-type: none"> <li>1. <b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></li> <li>2. <b>Social Distancing Measures Not Followed During Travel to and from School</b></li> <li>3. <b>Inadequate Cleaning/Sanitising</b></li> <li>4. <b>Shared Resources</b></li> <li>5. <b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b></li> <li>6. <b>Site User Becoming Unwell</b></li> <li>7. <b>Site User Developing Symptoms</b></li> <li>8. <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>9. <b>Inadequate Personal Protection &amp; PPE</b></li> <li>10. <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>11. <b>Inadequate Ventilation</b></li> <li>12. <b>Catering</b></li> <li>13. <b>School Activities</b></li> </ol>				
	No.	CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO
<p><i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
1.	<p><b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></p>				
1.1	<p>Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</p>	<p>Children will be allocated their class and class teacher for September. The teacher will remain with that class throughout the day. Each year group is made up of two classes (which will be a 'bubble' and can mix) throughout the day but not mix with any other children across school. Teachers, teaching assistants, HLTAs and supply teachers may work across multiple groups in line with government guidance. (HLTA's will work with particular year groups assigned to them and can move across the bubbles in the year groups allocated. HLTAs should teach from the front of the class where possible maintaining social distancing as much as possible) When anyone goes into a different group they will sign a signing in sheet allocated on the door of the class. (A "bubble" is a year group).</p>	<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 place between children and staff in different groups	When any member of staff has to go into a class/bubble which is not their own they will sign a signing in sheet allocated on the door of the class. Any TAs delivering interventions will have a book which will record the pupils in that intervention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 'groups'. Year group bubbles will be implemented made up of approximately 60 children in two sub groups of 30. Year groups will not cross over. Lunch reduced to 45 mins and no whole school assemblies (this ensures we are providing at least our usual amount of teaching time).	<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.	Sub-groups of 30 will be occurring and social distancing will be maintained as much as possible, however, practically we will have year group "bubbles" for break times, lunchtime and for sharing of resources, equipment and interventions.	<input type="checkbox"/>	<input checked="" 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.	Children will be kept in their groups / year group bubbles at all times and will not mix with other year groups.	<b>x</b>		
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.	Children will remain in their own classrooms/year groups for the majority of the time but may share rooms in their year groups if necessary – e.g. for changing before PE and for interventions. There will be staggered opening and closing times and breaks as per the attached. Year 5 and 6 children only can wear their PE kit to school on PE/Games days to limit the need to share classrooms for extended periods of time. Children in Y5/6 should be asked by the teacher to bring a spare top to put on after their PE/Games session to help with hygiene/odour.	<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.	Younger children will be asked to maintain social distancing but we recognise that this will not always be possible. Children will be washing their hands regularly.	<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.	See Fun Club procedures/risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.9	Siblings may be in different groups	Siblings will be in their own groups and will not mix whilst in school unless they are in the same year group.	<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.	Teachers, Teaching Assistants, HLTAs and Supply teachers, Peri Teachers, Sports Coaches etc. may work across different year groups. (HLTAs will work in the year group bubbles they have been allocated e.g. EYFS/Y1 & 2, Y3 & Y4, Y5 & Y6 – in exceptional circumstances and where a HLTA needs to work in different year group bubbles than previously specified (as discussed with HT/DHT), they will be asked to wear a visor and maintain social distancing). If they have to go into another group they will sign the signing in sheet allocated on the door of each group / register. Peri Teachers, Sports Coaches etc must produce a detailed risk assessment of how they will avoid cross contamination between other schools and bubbles and maintain social distancing at all times. (TAs, in the majority should stay in their own year group bubbles – if they do need to go into another bubble, this needs to be discussed with HT/DHT and they should sign the signing in sheet on the door as above and maintain social distancing at all times).	<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	Staff to keep a distance from children and 2m from other staff as much as possible. Relayed in Staff Procedures.	<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	Staff to keep a distance of 2m from children and other staff as much as possible. Relayed in Staff Procedures.	<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 aware to keep 1m away from others and ensure that meetings etc which are face to face are kept for a duration of less than 15 minutes. Relayed in Staff Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Within the classroom a distance between people is maintained so far as reasonably practical	<b>It is accepted that distancing may not be possible in primary schools</b> Desks are to be kept facing forward and desks distanced as much as possible from Year 1 up. Children will be reminded on a regular basis to try to keep apart throughout the day.	<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	Whole class reading will take place in classes to limit face to face contact time. Staff dealing with children requiring face to face contact time will limit the time to 15 minutes. (With the exception of 1:1 TAs who are clinically vulnerable who may wear a mask/visor if they prefer. Ideally staff should sit side on to the child as opposed to face to face. In preparation for the phonics screening test, JMac (Y1) may wear a visor when working face to face with children when carrying out phonic sessions.	<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	Desks in all classes, apart from EYFS, to be facing forwards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.17	Staff will work side on to pupils as opposed to face to face whenever possible	Staff will work side on to pupils	<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	Staff will adhere to the requirement as above. Staff who look after children who require intimate care (e.g. personal hygiene e.g. changing nappies) will wear full PPE when undergoing this task.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.19	Unnecessary furniture has been moved out of classrooms to make more space	Furniture has been removed to make more space in classrooms. Staff to discuss with HT/DHT if they feel other furniture needs removing.	<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	No Assemblies to take place with more than one-year group bubble. Assemblies with more than one group may take place virtually over TEAMS. <b>Lunch reduced to 45 mins and no whole school assemblies (this ensures we are providing at least our usual amount of teaching time).</b>	<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	Children to come into classes via external doors and movement to designated outdoor areas should be via external routes. (exception some children attending Fun Club – hand washing will occur before any movement) Movement to toilets not adjacent to classrooms, children should go individually where possible and reminded to observe social distancing where possible and wash hands. First aid kits will be put in each year group bubble for minor injuries.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		In the case of illness/injury requiring greater attention in the First Aid Room, then a member of staff in the classroom will alert the office staff to come and escort the child to the First Aid Room. Cath Wilson, Margaret Howard, Paulina Clarkson, Sue Newbold, Liz Rainey, Estelle Rodney, Donna Misseldine, Ashley Christie all Paediatric First Aid Trained.			
1.22	Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	<p>Staggered start and finish times should not reduce the amount of overall teaching time</p> <p>Staggered start and finish times as per the attached timetable/letter sent out to parents. (Staff received a copy)</p> <p>Reviewed staggered beginning and end of day. One way gate system put in place after first day concerns.</p> <p>Lunch reduced to 45 mins and no whole school assemblies (this ensures we are providing at least our usual amount of teaching time).</p>	<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	<p>Parent Procedures will include information that parents must not gather for socialising</p> <p>Parents told that they cannot enter the building. Late arrivals to enter school front door. Parents not to enter. Pupils to wash hands once in school. Children arriving in masks, should dispose of them in the bin at the entrances to school – for re-useable masks, children need to bring a small bag e.g. zipped/re-sealable plastic food bag to place the mask in until home time. Any masks should only be put back on when the child has exited the premises. Children removing masks must go and wash their hands straight after doing so. This applies to staff too.</p> <p>Staff to wipe down doors/ entrance area as needed when this occurs.</p>	<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)	<p>Letter to be sent to parents giving allocated drop off times and reminded of social distancing and told not to congregate on school premises. Parents asked to enter and exit using specific gates.</p> <p>Further Letter sent to parents about updates to start and finish times on first day of term - we</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		reviewed and changed timings after first drop off didn't go as smoothly as planned.			
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)	Letter to be sent to parents reminding them that they need to drop their child at school at the allocated time and immediately leave the premises and not wait at gates. Staff to be present at gates to make sure parents do not congregate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.26	External entrances to classrooms are used where practical	All pupils to enter/exit via external classroom doors. (exception some children attending Fun Club) – hand washing will occur before any movement Use front door if they arrive late. If pupils are late being picked up they are to stay in their group room with main carer/teacher/TA.	<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	Break times staggered as per the attached sheet. Breaks will take place outdoors if at all possible and playground will be zoned for groups. Staggered breaks and lunches to limit year groups on the playground and give more space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.28	Lunch breaks are staggered	Lunch breaks are staggered as per the attached sheet. (e.g. EYFS first) Children should clean their hands beforehand. School dinners will be delivered to classrooms and pupils will eat in the classrooms or outside, in their bubbles/group. Cleaning materials available to clean the tables. (Cleaning products to be kept out of reach). Staggered breaks and lunches to limit year groups on the playground and give more space. Lunch reduced to 45 mins and no whole school assemblies (this ensures we are providing at least our usual amount of teaching time).	<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	The breaks are staggered and the front room of the bungalow and ladybird room will also be used as staff rooms (in addition to the main staff room) for specific year groups to ensure there are minimum staff using the rooms at any one time. See staff procedures	<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.	PE lessons to happen within class groups (inside) and all equipment cleaned between groups. Where possible, teachers will keep equipment for a half term. Any shared resources need to be cleaned by the group who has just used the equipment. This is the responsibility of the member of staff member who has delivered the lesson. Staff will remain socially distanced at all times. There will be with no contact sport. Year group bubbles may carry out PE/Games together outside, if required, but where possible try to stick to class groups.	<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	<b>Schools should refer to the following advice:</b> <a href="#">guidance on the phased return of sport and recreation</a> and <a href="#">guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust</a> <b>PE will take place outside wherever possible.</b> Swimming is likely to begin again possibly within the first term, however this will depend on the risk assessment of the Hydro and bus company, which will be reviewed by the Trust and SLT before any activity takes place. Sports coaches/peris to produce their procedures to SBOM, HT/DHT/Trust re: how they will reduce risks and how they will maintain social distancing before these sessions will go ahead.	<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	Correspondence to parents will encourage parents and pupils to walk to school. Parents and pupils may cycle / scooter, however they are advised there are no storage facilities.	<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.	<b>Correspondence to parents to direct them to government guidance</b> <a href="#">safer travel guidance for passengers</a>	<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.	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 / shared areas that are used by different bubbles/groups is in place.	<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>.</p> <p>The caretaker cleans any touchpoints etc in the morning until a cleaner from Bulloughs arrives at 9.30am. They will clean touchpoints, toilets and empty bins and will stay from 9.30am to 2.30pm and our regular cleaners from Bulloughs will arrive at 2:30pm for the evening.</p> <p>Staff will have wipes, cleaning product and disposable cloths in every class to clean desks chairs and toys etc.</p>	<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.	<p>The caretaker cleans any touchpoints etc in the morning until a cleaner from Bulloughs arrives at 9.30am. They will clean touchpoints, toilets and empty bins and will stay from 9.30am to 2.30pm and our regular cleaners from Bulloughs will arrive at 2:30pm for the evening.</p> <p>Soft furnishings removed as required. (Teachers to ensure this is the case in their classrooms) All non-cleanable furnishings and equipment removed.</p> <p>Staff will have wipes, cleaning product and disposable cloths in every class to clean desks chairs and toys etc.</p>	<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.	Caretaker to clean first thing in the morning and office staff to clean door entry system after each use, where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Bins for tissues and other rubbish are emptied throughout the day.	Bins will be emptied by cleaners throughout the day. When a bin is full, staff will put the bin outside their class so the cleaner knows to empty it.	<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.	All supplies ordered in advance and a weekly check made by Margaret Howard and Estelle Rodney.	<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.	Every effort will be made to provide resources for each group however if sharing of resources is	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		unavoidable cleaning will take place following government guidelines. <b>Water trays can be used in school, sand trays not.</b>			
3.7	Consideration given to how PE equipment is used ensuring it is appropriately cleaned between groups using it.	Every effort will be made to provide resources for each group however if sharing of resources is unavoidable cleaning will take place following government guidelines.	<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.	Children to clean their hands throughout the day and signage is made visible throughout the school. Particular attention to be made cleaning hands after being to the toilet. Toilets cleaned throughout the day by cleaners. <b>Year 4 using two toilets for their 'bubble', not one toilet per class as it has caused considerable issues re: queueing, children desperate for the toilet etc.</b>	<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	Children to have their own equipment: White board pens Pencil Scissors Glue sticks Ruler Pencil Pot White board	<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 bubbles; these are cleaned regularly, along with all frequently touched surfaces.	All soft furnishings removed as required. All non-cleanable furnishings and equipment removed.  Staff will have wipes, cleaning products/disposable cloths in every class to clean desks, chairs and toys etc.	<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.	Every effort will be made to provide resources for each year group / bubble however if sharing of resources is unavoidable cleaning will take place following government guidelines. Shared equipment will have to be cleaned by the class / year group using it last if it cannot be left for 48 / 72 hours. Equipment should not be returned unless it has been cleaned and / or left unused for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		the appropriate amount of time. This is the responsibility of the teacher / class member using the equipment.			
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.	Children can bring lunch boxes, coats, Rossett Acre book bag or zippy wallet (no large bags which will take up room in the cloakrooms). Mobile phones should be given to the teachers who will keep them in a basket in class. They will not come to the office. Parents to be advised that school will not be responsible for any damage / loss to mobile phones – the safest place for mobiles is at home.	<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.	Pupils and staff to try to avoid taking shared resources home, if at all possible. If resources are brought into school they should be cleaned. When marking books from home teachers/TAs should wash their hands before marking a set of books and wash their hands thoroughly afterwards. Books can be taken home for marking however, this should be minimised where possible.	x		
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.	Cleaning equipment provided in all classes to enable cleaning to take place of any devices/laptops/devices etc. Teachers need to be responsible for their own equipment including cleaning them.	x		
5	<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.	<p>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).</p> <p>Parents and staff informed on a regular basis not to come to school if they are displaying symptoms of COVID-19 or if they have been in contact with someone who does. Signage at entrance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Will ask for evidence of Covid tests - positive and negative results from parents before allowing a child back into school.			
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.	<u>Clinically extremely vulnerable</u> Individual risk assessments are needed, and guidance must be sought. Risk Assessments have been carried out for any staff who fall within this category and are updated regularly. (HT and HR responsible for carrying out risk assessments)	<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	<u>Clinically-vulnerable people</u> Individual risk assessments are needed, and guidance must be sought. Risk Assessments have been carried out for any staff who fall within this category and are updated regularly by the HT.	<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> Risk Assessments have been carried out for any staff who fall within this category and are updated regularly. Staff members responsible for informing the HT if they fall into this category so that a risk assessment can be put in place.	x		
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 have been carried out for any staff who fall within this category and are updated regularly by the Inclusion Manager.	x		
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.	<b>Consider longer engagement of supply staff to minimise movement between sites.</b> No peripatetic staff to come for first few weeks of term. This will then be reviewed. If there is a requirement for supply staff we will try and use staff who are job shares at Rossett Acre and if that is not possible we will seek to use regular supply staff in most circumstances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19.	<b>See Inadequate Personal Protection &amp; PPE section of this risk assessment.</b> Full PPE is available in the medical room (gloves, aprons, masks and visors).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6	<b>School User Becoming Unwell</b>				
6.1	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should <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.</p>	<p><a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p>As soon as a staff member is aware of a child with a persistent cough, high temperature or loss of taste or smell, they should alert the main office who will also alert HT/DHT. Mrs Howard to escort the child to the First Aid room, keeping a distance of 2m away. Office Staff to call parents immediately. Child to be taken to back room of bungalow and window opened. Member of office staff to stay outside room to supervise child until parent arrives. HT to inform Trust of incident to go on database. School to advise parents to have a test carried out and follow government/nhs guidelines as to when person should return to school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p><b>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</b></p> <p>Child to be taken to back room of bungalow and window opened. Member of office staff to stay outside room to supervise child until parent arrives. If child is too young to be on their own and staff unable to keep 2m distance, PPE should be worn.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>Pupil to use the toilets in bungalow. These to be cleaned as soon as pupil leaves school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4	<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs).</p>	<p><b>See Inadequate Personal Protection &amp; PPE section of this risk assessment.</b></p> <p>Child to be taken to back room of bungalow and window/door opened. Member of office staff to</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		stay outside room to supervise child until parent arrives. If child is too young or has complex needs and unable to be on their own and staff unable to keep 2m distance, PPE should be worn.			
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.	Staff to call 999 if a child is in need.	<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.	All staff to wash hands for 20 seconds after helping a child with symptoms then return to usual duties.	<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.	All staff to wash hands for 20 seconds after helping a child with symptoms then return to usual duties.	<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.	Back room of Bungalow to be cleaned with disinfectant after child has left by school staff. Window / door to be left open. Avoid use of the room until the next day unless there is another suspected Covid case. Kirsty Macnair to inform Bulloughs cleaners who are on site to clean room. <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	<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.	Information to be sent to parents and staff prior to re-opening in September advising them that that they will need to be ready and willing to <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. If a parent calls to say their child is showing symptoms or if a child falls ill at school with symptoms, the office staff will advise that the child cannot return to school without having had a test/or having spoken to the NHS on 119 and received guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close	Parents and staff informed via communication prior to re-opening in September that they need to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.	provide details of anyone they have been in close contact with for the means of NHS Test and Trace.			
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).	Parents and staff informed via communication prior to re-opening in September that they will need to self isolate if they have been in close contact with anyone who has tested positive for COVID-19	<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.	Anyone who has been in touch to say they have symptoms will be advised to contact the office immediately of a test result. Or if a child or staff member falls ill at school they will be asked to advise the office immediately of a test result.  This will also be conveyed to parents and staff via communication prior to re-opening in September	<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.	<b>See Covid Procedures for Test and Trace on Page 23 below.</b>  Copy of this document is available for staff on the notice board in the staff room. Parents will be asked for evidence of negative test results.	<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.	<b>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact Public Health England 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.</b>  <b>See Covid Procedures for Test and Trace on Page 23 below.</b>  Copy of this document is available for staff on the notice board in the staff room. Parents and staff informed via communication prior to September - FAQ sent to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<p>If anyone in the school community tests positive for COVID-19, the office will call PHE immediately and inform the HT and Trust.</p> <p>Communication to be sent to parents and staff prior to September which will include <a href="#">'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</a>.</p> <p>Schools follow guidance and advice from PHE HPT.</p> <p>Trust advice sought and followed.</p>	<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.	Temperatures of children will only be taken if they are showing symptoms or say that they are feeling hot. If they have a temperature (that is or above 37.8C or a child is hot to touch on their back/chest) they will be sent home and asked to have a test.	<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.	<p><b>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils.</b></p> <p>Notices are around school about washing hands regularly and children will be asked by staff to wash hands on arrival and throughout the day, before and after they eat and return from breaks and before they go home.</p> <p>Staff will be also be asked to do this via communication and staff meetings.</p>	<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.	Signage is around school and there is a large supply of soap and paper towels to allow for extra hand washing	<input 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.	<p>Hand washing stations are available for every classroom.</p> <p>Alcohol based hand gels are available in the entrance, time line hall, staff room, bungalow and in each staff hub.</p>	<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.	<b>Skin friendly skin cleaning wipes can be used as an alternative.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> . In normal circumstances pupils should not be using alcohol-based hand cleansers because of the risk of ingestion.	We will encourage staff and children to wash their hands with soap and water wherever possible. Alcohol based hand gels are available in the entrance, time line hall, staff room, bungalow and in each staff hub. Hand gels in the classroom other areas, are kept away from children at all times. Need to avoid possible ingestion. <b>(Teachers responsible for this)</b> . Daily visual check by staff that they have enough and it is in safe place. Staff know to use it as a precaution when soap and water is not available			
8.5	The 'catch it, bin it, kill it' approach is very important and is promoted.	Posters Parent Procedures - FAQ Pupils reminded often by staff	<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.	Two boxes of tissues are available in every classroom. One for pupils and one for teachers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Bins (ideally lidded bins) for tissues are available in each room.	Bins are now in every classroom, staffroom, bungalow, office, halls, ICT suite and kitchen.	<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.	Cath Wilson (SENCo) has prepared risk assessments for children with complex needs and these will be updated regularly. PPE is available for staff providing intimate care for children or those who need it e.g. PPE (face coverings/visors) may also be worn by staff with individual risk assessments (clinically vulnerable/extremely clinically vulnerable) where it indicates this. (The wearing of any visors/face coverings will be decided on a case by case basis by the DHT/HT and in liaison with the Trust).  <a href="#">safe working in education, childcare and children's social care</a>	<b>x</b>		
<b>9</b>	<b>Inadequate Personal Protection &amp; PPE</b>				
9.1	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.	Face coverings will not be worn in school but will be worn if staff have to perform intimate care or first aid for a child. If a child is showing symptoms of COVID-19 and has to go to the bungalow. Staff should wear PPE including a mask if a distance of 2m cannot be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		(Some staff who fall within the extremely/clinically vulnerable category may wear a face coverings/visor which will be decided on a case to case basis and will feature in their individual risk assessment).			
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.	If a child is showing symptoms of COVID-19 and has to go to the bungalow. Staff should wear PPE including a face coverings if a distance of 2m cannot be maintained. Visors are available to protect eyes.	<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.	Parents and staff reminded in communication prior to re-opening in September that face coverings should not be used at school and children will be asked to remove them on arrival. They should do this without touching their face, dispose of in a bin on entering the school grounds (or for re-useable masks place in a zipped/sealable disposable bag e.g. sandwich bag, which should then be taken home at the end of the day). Children/staff must wash their hands thoroughly after removing a face covering. Staff will be advised of this in communication.	<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.	Pupils should not be wearing face coverings in school but if they arrive in school with one they will be asked to removed it without touching their face and then wash their hands and dispose of in a disposable bag which should then be taken home. Staff will be advised of this in communication. (See 9.3)	<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.	Pupils should not be wearing face coverings in school but if they arrive in school with one they will be asked to removed it without touching their face and then wash their hands and dispose of in a disposable bag which should then be taken home. Staff will be advised of this in communication. (See 9.3)	<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.	No contractors or visitors will be allowed on site without a prior appointment. Signage on the door of the entrance to say that no-one should enter the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		building without being asked in by a member of staff. This is with the exception of Lindum Contractors who, for the first two weeks back in September, will have heras fencing around their working area, have a welfare cabin in the staff car park away from the school building and who will do lifts before or after the school day.			
10.2	School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival.	Signage on doors and throughout school regarding social distancing and office staff will explain to anyone entering the school.	<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.	Contractors and visitors will be asked to visit outside of school hours if possible.	<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.	Only contractors carrying out essential work will be required on site. Contractors will have been advised of the necessary precautions prior to attending and risk assessments will have been submitted.	<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.	<b>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.</b> All contractors will be asked to provide risk assessments including their own about infection spread prevention.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.6	A record is kept of all visitors.	<b>Yes via signing in system.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	<b>Inadequate Ventilation</b>				
11.1	Ventilate spaces with outdoor air.	Doors to be opened in all classrooms and doors propped open if they are not a fire door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Where possible, occupied room windows should be open.	Doors to be opened in all classrooms and doors propped open if they are not a fire door.	<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.	Windows of toilets to be left open.	<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.	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.	<b>Fire doors must not be propped open unless they have a self-closing hold open device fitted.</b> Only doors which are not fire doors to be propped open.	<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>  Kitchen staff have their own risk assessments which they adhere to. Cleaning equipment is available in the staff rooms and cleaners regularly clean surfaces in staff rooms.	<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.	Kitchen staff have been advised if they feel unwell to stay at home and if they have symptoms to follow the same advice as staff.	<input 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.	Kitchen staff have their own risk assessments which they adhere to. As the lunches will be brought outside the classrooms, anyone distributing the meals should wash their hands before and after and observe social distancing. Signage is around school about good hygiene and catch it, bin it, kill it.	<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.	Catering is provided by Taylor Shaw who follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Evidence available from the kitchen staff.	<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. 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.	Additional staff rooms have been made available to staff as stated in the staff procedures as have staggered breaks. The staff rooms are; the main staff room, the front room of the bungalow and the ladybird room. The size of the staffrooms enables social distancing to be adhered to. Kitchen staff will be unable to maintain social distancing and will be a separate bubble. This will be included in the Taylor Shaw risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.6	Notices promoting hand hygiene and social distancing should be placed visibly in staff room area along with hand washing stations.	Notices are in staff rooms and hand washing is available in the main staff room, the kitchen of the bungalow and the ladybird room.	<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.	Staff will be reminded about maintaining social distancing via communications and staff meetings. Some interaction between pupils in the same bubble – this is unavoidable.	<input 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.	Pupils will remain in the same classroom within their year group bubble for the majority of the time. If the ICT suite is used at any time the teacher/staff member will need to ensure the laptops/ipads which have been used are cleaned thoroughly and ready for the next class via a suitable disinfectant spray/appropriate wipes – that the SBOM will make available. The hall floor will be cleaned by the cleaners after each bubble uses the hall. A timetable will be provided to them by the SBOM.	<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.	There will be no overnight educational visits taking place at the current time. East Barnby trip will go ahead in January 2021 only if government guidance has changed. Children over 11 to wear face coverings on bus and to follow government guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment?			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this situation <b>BEFORE</b> control measures implemented?			High <input type="checkbox"/>	Med <input checked="" 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 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"/>
<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>Communication to staff and parents before re-opening school in September. (Staff procedures and FAQ for parents)</b>			HT/DHT	Before Mon 7 September 2020. Completed.	

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"/>	

Distribution: Staff, Trust, parents via website.

Risk rating	Action
<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.

9.9.20 updates

## Covid-19 Test and Trace Procedure (Pupils or Staff Suspected and/or Confirmed cases of Covid-19)

### Pupil or Staff Member displays symptoms

- If anyone in an education setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and **MUST** themselves book a test from the NHS website (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) or by ringing 119
- If a staff member has helped someone displaying symptoms they do not need to go home unless they develop symptoms themselves or the staff member or pupil sent home subsequently tests positive (see below)
- If the symptoms develop at home i.e. not in the School setting, the staff member or parent of pupil must inform the school
- Head Teacher/Principal of the School email RKL T contacts (Director of Operations or Trust Estates Manager) of the incident with details of the individual pupil or staff member and date symptoms commenced and updates the RKL Covid-19 Tracker spreadsheet in RKL Teams
- RKL T Trust contacts will inform Local Authority as follows:
  - NYCC - inform of each suspected case on email [nypublichealth@northyorks.gov.uk](mailto:nypublichealth@northyorks.gov.uk)
  - LCC - inform where there is a growing number of suspected cases within a school on email [DCS.alert@leeds.gov.uk](mailto:DCS.alert@leeds.gov.uk)

### Go home/stay home/Get a Test

- Staff member and/or pupil must stay at home and isolate until outcome of NHS Test is known
- Staff member and/or parent of pupil must inform the school of the outcome of the test
- Staff member and/or pupil must also stay at home if they have been in close contact with someone who has tested positive with Covid-19 or if anyone in their household develops symptoms of Covid-19
- If test result is inconclusive then the staff member or parent of pupil must arrange a further test

### Negative Test Result

- If test result is **NEGATIVE** the staff member or pupil should inform School and can return to the setting if they feel well enough - 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 feeling better
- Follow household members can end their isolation
- **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 14 day period. This is because they may still develop coronavirus within the remaining days
- Head Teacher/Principal must update the RKL Covid-19 Tracker spreadsheet in RKL Teams confirming negative test result

### Positive Test Result

- If test result is **POSITIVE** the parent of the pupil or staff member must inform the School and follow the Government's *Stay at home guidance for household with possible or confirmed case of Covid-19*.
- Staff member and/or pupil must continue to self isolate for at least 10 days from the outset of their symptoms and then only return to school if they do not have symptoms
- Head Teacher/Principal must notify the **Health Protection Team (Public Health England): 0113 386 0300 (9-5 Mon-Fri) or 0114 304 9843 (out of hours)**
- Head Teacher/Principal must then inform their RKL T contacts (Director of Operations or Trust Estates Manager) and update the RKL Tracker spreadsheet in RKL Teams
- RKL T Trust Contacts will inform relevant Local Authority teams via following email address and follow up with names contacts as required:
  - NYCC - [nypublichealth@northyorks.gov.uk](mailto:nypublichealth@northyorks.gov.uk) (Dale Barton, Head of Health and Safety, 01609 532545)
  - LCC - [DCS.alert@leeds.gov.uk](mailto:DCS.alert@leeds.gov.uk) (Annette Bradley, Health and Safety Manager (Schools) 0113 3788298)

### Actions if Positive Test Result

- Following contact with the Health Protection Team (HPT) they will advise the school on actions that need to be taken by the setting
- The HPT will contact Head Teacher/Principal by phone and carry out a risk assessment to confirm who has been in close contact with the person testing positive during the period that they were infectious, and ensure they are asked to self-isolate
- The HPT may advise the school to send home those staff and pupils who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days
- 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
- The HPT will provide definitive advice on who must be sent home
- Schools are advised to keep records of staff and pupils in each group in school to support the HPT

### Additional Actions if Positive Test Result

- On the advice of the Health Protection Team the Head Teacher/Principal will use template letters provided by HPT to inform parents and staff if needed
- Household members of those staff and pupils who are sent home do not need to self isolate unless the staff member or pupil sent home develops symptoms
- If a staff member or pupil sent subsequently develops symptoms they should get a test and self isolate for 14 days whether the test result is positive or negative
- If a school has two or more confirmed cases within 14 days or a overall rise in sickness absence where Covid-19 is suspected they may have an 'outbreak' and a joint HPT and LA team will visit school to complete a rapid response risk assessment with Head Teacher/Principal
- DfE advice states schools do not need to request evidence of negative test results before admitting pupils back to school after a period of self isolation

Sample