

# 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: Initially August/Sept 2020 Reviewed in Sept, <b>October</b> and <b>2 November 2020</b> . <b>6 Nov 2020</b>	Name of Assessors (print): C. Penhale C. Wilson K. Macnair A. Ingle S. Taylor – reviewed for the Trust	Assessor Signature:	Assessment Review Date: Regularly and on-going
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Name of Head Teacher (print): CORRINE PENHALE	Head Teacher Signature: <i>C. Penhale</i>	Name of Chair of Governors (print): IAN FOY	Chair of Governors Signature:
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Main Legislation and/or Information Source:	- Health & Safety at Work Act 1974. - Management of H & S at Work Regulations 1999. - Dept of Education Guidance For Full Opening of School 2 <sup>nd</sup> July 2020
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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.

- The boxes highlighted in grey above must be completed with the required details.
- The Ref number can be allocated as per the schools own numbering system.
- 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 have an allocated class and teacher. 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 cannot mix with any other children across school. Teachers, teaching assistants, HLTAs and supply teachers may work across multiple groups in line with government guidance. HLTAs 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. HLTAs will have the option to wear a visor while teaching, if they wish. When anyone goes into a different bubble 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"/>

		<p>School has reviewed where nurture sessions will be held:</p> <ul style="list-style-type: none"> <li>- Calm room can be used for only one child if social distancing (2m) can take place and sessions are limited to less than 15 minutes</li> </ul> <p>JP to use nurture room in the bungalow Monday and Tuesday. GB to use bungalow nurture room Wednesday, Thursday and Friday and the music room on Mondays and Tuesdays when possible</p>			
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	<p>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.</p> <p>A 'close contact' form will be completed by staff if they have close contact with an adult or a child. (Mrs Macnair has a copy of the form). Close contact is face-to-face contact with someone less than a metre away (even if a face-covering or face-mask is worn). Proximity contact is being within 2 metres of an infected person for 15 minutes or more.</p> <p>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p>	<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).	<p><b>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'.</b></p> <p>Year group bubbles will be implemented made up of approximately 60 children in two sub groups of 30. Year groups will not cross over.</p> <p>Lunch reduced to 45 mins and no whole school assemblies – except short virtual ones on a Monday and Friday (this ensures we are providing at least our usual amount of teaching time).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.4	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.	Children will be kept in their groups / year group bubbles at all times and will not mix with other year groups. Older children are encouraged to socially distance from peers and adults.	x		
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.	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. Each bubble has its own designated outside area on a rota basis for breaks and lunchtime. 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.  Lunches for each class are delivered to the classroom door by the kitchen staff and eaten in the classroom.	<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.	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"/>
1.7	Schools keep children in their class groups for classroom time but may allow mixing into wider groups for wraparound care.	Children are in their class groups for classroom time but mix into wider groups for wraparound care.			
	Out of school activities and extra-curricular activities including wrap around care may continue where this is reasonably necessary to enable parents to work or search for work or undertake training or education.	Fun Club do provide this kind of wraparound care.			
1.8	Out of school activities may continue to operate for the purposes of respite care, including supporting vulnerable children.	No vulnerable children have been identified that would benefit from this.			
1.9	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"/>
1.10	Siblings may be in different groups	Siblings will be in their own bubbles/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"/>
1.11	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 when not in lockdown) may work across different	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<p>year groups. HLTAs will work in the year group bubbles they have been allocated e.g. EYFS/Y1 &amp; 2, Y3 &amp; Y4, Y5 &amp; Y6. HLTAs have the option of wearing a visor if they wish. All staff should observe social distancing with adults and children wherever possible.</p> <p>Any staff who have to go into another bubble/group will sign the signing in sheet allocated on the door of each bubble/group. (Peri Teachers, Sports Coaches when not in lockdown) 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.</p> <p>The use of face coverings in areas outside the classroom may be needed because the school is in an area on the watch list or at the head teacher’s discretion (see Inadequate Personal Protection section of this RA). At Rossett Acre the HT agrees that face coverings may be worn by adults in areas outside the classroom, if they so wish.</p> <p>Staff may use a face visor in the classroom if it makes them feel safer, however this is not mandatory.</p>			
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	<p>Staff to keep a distance from children and 2m from other staff as much as possible. Relayed in Staff Procedures and emails.</p> <p>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) At Rossett Acre the HT agrees that face coverings may be worn by adults in areas outside the classroom, if they so wish.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>

1.13	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 and in emails.	<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 metre of anyone to less than 15 minutes duration	<p>- 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)</p> <p>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>Staff aware to keep 2m away from others, wherever possible, and ensure that meetings etc which are face to face are kept for a duration of less than 15 minutes. Relayed in Staff Procedures.</p>	<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	<p><b>It is accepted that distancing may not be possible in primary schools</b></p> <p>Desks are to be kept facing forward and desks distanced as much as possible from Year 2 up. Children will be reminded on a regular basis to try to keep apart throughout the day. Children in EY and Year 1 may use carpet area but to sit forward and not in a circle or in groups.</p>	<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	<p>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 face covering/visor if they prefer.) Ideally staff should sit side on to the child as opposed to face to face.</p> <p>In preparation for the phonics screening test, a specified member of staff may wear a visor when working face to face with children when carrying out phonic sessions.</p>	<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	Desks in all classes, apart from EYFS and Y1, to be facing forwards. Children in Year 1 are also able to use carpet area sitting forward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.18	Staff will work side on to pupils as opposed to face to face whenever possible	Staff will work side on to pupils wherever possible.	<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	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"/>
1.20	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"/>
1.21	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.  Lunch reduced to 45 mins and no whole school assemblies – except short virtual ones on a Monday and Friday (this ensures we are providing at least our usual amount of teaching time).  Children to eat lunch in their classroom with their class.	<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	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 within the school building. Movement to toilets not adjacent to classrooms; children should go individually where possible and be reminded to observe social distancing where possible and wash hands. First aid kits will be put in each year group bubble for minor injuries. 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, Corrine Penhale, Kirsty Macnair are all Paediatric First Aid Trained.	<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	<b>Staggered start and finish times should not reduce the amount of overall teaching time</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<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:</p> <p>One-way gate system put in place after first day concerns.</p> <p>Lunch reduced to 45 mins and no whole school assemblies – except short virtual ones on a Monday and Friday (this ensures we are providing at least our usual amount of teaching time).</p>			
1.24	Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	<p>Parent Procedures include information that parents must not gather for socialising</p> <p>Parents told that they cannot enter the building.</p> <p>Late arrivals to enter school via the front door.</p> <p>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"/>
1.25	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)	<p>Letter 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 reviewed and changed timings after first drop off didn't go as smoothly as planned.</p>	<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)	<p>Letter 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.27	External entrances to classrooms are used where practical	All pupils to enter/exit via external classroom doors. (exception some children attending Fun	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		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.			
1.28	Break times are staggered so that all pupils are not moving around the school at the same time	Break times staggered. 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.  Outdoor playground equipment (Trim Trail) is not currently being used due to not having the resources available to do the required cleaning between different groups using it.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.29	Lunch breaks are staggered	Lunch breaks are staggered. (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 of children). 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 – except short virtual ones on a Monday and Friday (this ensures we are providing at least our usual amount of teaching time).	<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, or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other	Break and lunchtimes are staggered. Staff rooms have been allocated as follows: Bungalow front room – Y6 Bungalow back room – Y5 Ladybird room – EYFS Library - Y1 Main staff room – Y2, Y3 and Y4 See Staff Procedures  In the event of a Covid case or if a child is displaying symptoms, an area of the backroom of the bungalow will be used as the Covid isolation area. Once the person has been taken home, the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<p>room will be disinfected so it can be used again. The fridge in the bungalow will be placed in the small room at the back and the door wedged open so it can be easily accessed. One person at a time to use the fridge.</p> <p>See staff procedures.</p> <p>The rooms can be used for meetings etc when not in use as staff rooms but surfaces must be cleaned thoroughly after use.</p> <p>The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. (This has been completed in the main staff room and the bungalow rooms)</p> <p>Staff must still have a break of a reasonable length during the day</p>			
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.	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.32	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	<p><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></p> <p>PE will take place outside wherever possible. Swimming has been cancelled for this term Sports coaches/peris (when not in lockdown) to produce their procedures to SBOM, HT/DHT/Trust re: how they will reduce risks and how they will</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		maintain social distancing before these sessions will go ahead.			
1.33	School can resume non-overnight domestic educational visits	Domestic (UK) overnight and overseas educational visits are prohibited  No domestic visits are planned	<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 and parents must take bikes, scooters etc home.	<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.	Correspondence to parents to direct them to government guidance <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.	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> . 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.  Staff will have wipes, cleaning product and disposable cloths in every class to clean desks chairs and toys etc. Staff are responsible for collecting more cleaning products when needed. Ask at the office.	<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.	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<p>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 products and disposable cloths in every class to clean desks chairs, resources and toys etc.</p>			
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.	<p>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.</p> <p>Water trays can be used in school, sand trays not.</p> <p>Outdoor playground equipment should be more frequently cleaned (if being used). This would also apply to resources used inside and outside by wraparound care providers</p>	<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.	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 cleaner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		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>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 the appropriate amount of time. This is the responsibility of the teacher / class member using the equipment.	<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.	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	Pupils and staff to try to avoid taking shared resources home, if at all possible. If resources are	<b>x</b>	<input type="checkbox"/>	<input type="checkbox"/>

	pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	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.			
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	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
5.1	Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	<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> <p>Parents should not bring children into school if the child has symptoms or has been in contact with someone who is waiting for a test, or who has tested positive for Covid-19.</p> <p>At Rossett Acre we will ask for evidence of Covid tests - positive and negative results from parents. Only exception may be if someone has been absent for the full 14 days and they have been isolating because of contact with someone else, meaning they didn't take a test.</p>	<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 14 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	In addition, advice will be sought from Trust.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.3	Staff who are in the clinically extremely vulnerable group are advised to work from home or not go into work.	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. Staff who are clinically extremely vulnerable advised to work at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Children whose doctor has confirmed they are clinically extremely vulnerable are advised not to attend school in the period this advice is in place.	Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice. (From NHS) Parents to inform school if they receive a letter.			
5.5	Staff who are clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact, and maintaining social distancing.	<p>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</p> <p>Staff may wear face coverings in communal areas or when speaking to parents. Staff may wear visors when teaching, if they wish.</p> <p>School will undertake a review of those in the school to identify people in the clinically vulnerable group and to pick up any individual risk assessments that are needed.</p> <p>School will have a discussion with any members of staff who are over 60 to pick up any concerns they have following Government guidance that they may be more 'at risk' although not categorised as 'clinically vulnerable'</p>			
5.6	People who live with those who are clinically extremely vulnerable can and do attend the workplace	An Individual Risk Assessment may be needed for those who live with clinically extremely vulnerable people. Advice sought on a case by case basis. Staff to inform HT if this is the case.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Pregnant women are in the 'clinically vulnerable' category unless they have a significant heart disease, congenital or acquired, in this case they are clinically extremely vulnerable.	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		disease are clinically extremely vulnerable and should not attend school.			
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. 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"/>
5.9	Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	Staff from other agencies, e.g. specialists, therapists, clinicians and other support staff for pupils with SEND check their procedures with school before coming in. Some sessions are delivered online.	<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  At Rossett Acre at present (2 Nov 2020) volunteers will not routinely be in school.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.11	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"/>
<b>6</b>	<b>School User Becoming Unwell</b>				
6.1	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>  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 bungalow, keeping a distance of 2m away. Office Staff to call parents immediately. Child to be taken to back room of bungalow and window and door opened. Member of office staff to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		<p>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> <p>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</p>			
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>In the case of a child displaying symptoms, the child will be taken to an area in the back room of bungalow and window and back door opened. A member of office staff to stay outside the 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> <p>The room will be thoroughly cleaned once the child has gone home.</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>If a child isolating in the bungalow, the child should use the toilets in bungalow. These to be cleaned as soon as pupil leaves.</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>In the case of a child displaying symptoms, the child will be taken to an area in the back room of bungalow and window and back door opened. A member of office staff to stay outside the 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"/>

		The room will be thoroughly cleaned once the child has gone home.			
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 was 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 contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.	Parents and staff were informed via communication prior to re-opening in September that they need to provide details of anyone they have been in close contact with for the means of NHS Test and Trace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.3	Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).	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	<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  At Rossett Acre, anyone who has been in touch to say they have symptoms will be asked to advise the office of a test result. Or if a child or staff member falls ill at school and goes home, they will be asked to advise the office of a test result.	<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.	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. (Full amount of days completed) Schools may request evidence of a negative test if a student displays symptoms then wishes to return to school before the end of the 14 day isolation period. At Rossett Acre, parents will be asked for evidence of negative test results if they have the information and we would hope that parents would comply with this request. <b>See Covid Procedures for Test and Trace on Page 26 below.</b> Copy of this document is available for staff on the notice board in the staff room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6	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 14-day isolation period	This is because they could still develop coronavirus (COVID-19) within the remaining days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7	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	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.	schools 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>See Covid Procedures for Test and Trace on Page 31 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.			
7.8	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.	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, including travelling in a small vehicle, like a car, with an infected person.  If anyone in the school community tests positive for COVID-19, the office will inform the HT and Trust. The PHE may be contacted for advice if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	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.	<b>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils.</b> Notices are around school about washing hands regularly and children will be asked by staff to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		wash hands on arrival and throughout the day, before and after they eat, when they return from breaks and before they go home. Staff will be also be asked to do this via communication and staff meetings.			
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.	Hand washing stations are available for every classroom. Alcohol based hand gels are available in the entrance, Timeline hall, staff room, bungalow and in each staff hub.	<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 <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.	<b>Skin friendly skin cleaning wipes can be used as an alternative.</b> 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, Timeline 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 a safe place. Staff know to use gel as a precaution when soap and water is not available	<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.	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		<p>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).</p> <p><a href="#">safe working in education, childcare and children's social care</a></p> <p>Parents of children who have significant medical issues have been contacted by CW and neither child has been categorised as extremely clinically vulnerable.</p>			
9	<b>Inadequate Personal Protection &amp; PPE</b>				
9.1	<p>Face coverings are 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.</p>	<p>Face coverings will not be worn in the classrooms by pupils or adults, but PPE 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 face covering/visor if a distance of 2m cannot be maintained.</p> <p>Some staff who fall within the extremely/clinically vulnerable category may wear a face covering/visor in the classroom which will be decided on a case to case basis and will feature in their individual risk assessment. Face visors only, may be worn by any staff member in class if it makes them feel safer – not mandatory.</p> <p>Children do not need to wear face coverings in the classroom at present, unless directed otherwise by the HT/DHT.</p> <p>Children may wear face covering going to and from school, but must take them off at the classroom door and place them in a sealed plastic bag.</p> <p>Parents and visitors will be asked to wear face coverings when entering the school or its grounds.</p>	☒	☐	☐

		Staff are able to wear face coverings at the beginning and the end of the day when they may need to talk to parents.			
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 staffrooms) staff may wear face coverings (e.g. visors) at the discretion of the Head Teacher.	<p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>- cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>- speak to or aid someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>If Rossett Acre staff wish to wear a face covering in areas outside of the classroom, they may do so. This will apply to corridors, in the staff rooms (when not eating) and if speaking to parents at the door at the beginning/end of school or if staff are on the gates.</p> <p>At Rossett Acre, due to the lockdown in England beginning on 5 November 2020, all parents/visitors however, will be asked to wear face coverings/visors when dropping off/picking up their children from school.</p> <p>This is to help keep both staff and parents safe.</p> <p>5 November – HT informed staff that they may wear a face covering at the beginning and end of the school day if speaking to parents – this has been put in place as social distancing is increasingly difficult to maintain at these times. Parents/Carers reminded in the newsletter on 5 Nov 20 to ideally contact staff by Tapestry/Class Dojo or through the office for more urgent issues. A telephone/conference meeting can then be arranged if required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Face masks not to be worn in the classroom by adults or children, unless a member of staff is clinically vulnerable and it is included in their individual risk assessment. (See 9.2 for exception to this).  Staff can wear visors in the classroom, if this makes them feel more comfortable.			
9.4	In such circumstances as face coverings are allowed to be worn in school, they must be worn correctly	See below			
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	<a href="https://www.bbc.co.uk/news/av/health-52606128">https://www.bbc.co.uk/news/av/health-52606128</a>  See page 28 below – how not to use a face mask	<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	At Rossett Acre, all staff to bring their own face coverings and a sealable plastic bag to keep it in. Hands must be cleaned (at least sanitised with hand gel) before and after putting a face covering on/off. See link for putting a mask on and off safely. <a href="https://www.bbc.co.uk/news/av/health-52606128">https://www.bbc.co.uk/news/av/health-52606128</a>  See page 28 below – how not to use a face mask	<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	Please dispose of your face covering appropriately in a bin or take it home with you. Face coverings must not be left out on surfaces, unless they are in a sealed bag.	<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	Please ask at the office for a face covering if this is the case.	<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.  Parents and children and staff reminded in communication at the beginning of Autumn 2 via the newsletter and by teachers - children will be asked to remove face coverings on arrival at their classroom. They should do this without touching their face or front of their face covering, dispose of in a bin (or for re-useable masks place in a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		zipped/sealable disposable bag e.g. sandwich bag, which should then be taken home at the end of the day). Children must wash their hands thoroughly after removing a face covering.			
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.	<a href="#">safe working in education, childcare and children's social care</a> If a child is showing symptoms of COVID-19 and has to go to the bungalow. Staff should wear PPE including a face covering if a distance of 2m cannot be maintained. Visors are available to protect eyes.	<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 building without being asked in by a member of staff.	<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.	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, where required.	<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, where required.	<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.  School will check the risk assessments and procedures of all visitors from other agencies and advice will be sought from RKLT if necessary.	<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 coaches.	There are no plans to open up or hire out Rossett Acre Premises premises for use by external bodies or organisations. (Exception – Fun Club)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.8	Settings should restrict all visits to the setting to those that are absolutely necessary.	This means suspending parent, carer and external visitors for: <ul style="list-style-type: none"> <li>- New admissions</li> <li>- Settling in children to new setting</li> <li>- Job interviews - (moved to online)</li> <li>- Attending organised performances</li> </ul>			
10.9	A record is kept of all visitors.	Yes, via signing in system.	<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 propped open and windows open in classrooms in <b>warmer weather</b> if they are not a fire door. <b>In colder weather</b> doors to the outside to be closed once children are in the classroom but can be opened at break and lunchtimes to air the classroom. Trickle vents are open on windows and some windows may be open ajar– temperature of classroom to be considered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Where possible, occupied room windows should be open.	Trickle vents are open on windows and some windows may be open ajar - temperature of classroom to be considered.	<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	In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	All staff to adhere to this please. Trickle ventilation is available on windows. Doors that lead to the outside space in school to be closed in cold weather, including those in the classrooms, unless the room is too hot and some cooler air is required for a short period of time. Rooms can be aired over breaks and lunchtimes if required to ensure adequate ventilation, however they should stay at a reasonable temperature for both children and staff to teach and learn in. Staff to ensure this is the case.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6	Consideration given to only opening every other window instead of all windows when the heating is activated	Staff to be aware of the temperature of the classroom and the needs of those in the room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Communication with parents sent from school at the beginning of Autumn 2 re: possible need for more layers of clothing for children.			
11.8	If school needs to use additional heaters, they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk.  At Rossett Acre these are unlikely to be needed due to the heating being on.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Fire doors must not be propped open unless they have a self-closing hold open device fitted.  Only internal doors which are not fire doors within school 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 other school staff. If they have a test, they must stay at home until a result is given. This has been communicated to Taylor Shaw (Caterers).	<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 and have staggered breaks. The staff rooms are; the main staff room, the front room and the back room of the bungalow, the library 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. There may be 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. A seating plan will need to be created. 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.  (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?			<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
What is the level of risk for this situation <b>BEFORE</b> control measures implemented?			<b>High</b> <input type="checkbox"/>	<b>Med</b> <input checked="" type="checkbox"/>	<b>Low</b> <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>
	Communication to staff. (Staff procedures updated and re-sent out).	DHT	In week of 2 November. Delayed due to changes on 6 November. Updated staff procedure to go out week beginning 16 November. Completed
	Communication to staff via email re: the use of face coverings.	HT	In week of 2 November. Completed
	Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	DHT/HT	In week of 2 November <a href="https://www.bbc.co.uk/news/av/health-52606128">https://www.bbc.co.uk/news/av/health-52606128</a> Completed
	Communication to children re: safe way to remove face masks at classroom door, if they wear them on the way to school.	Teachers	In week of 2 November <a href="https://www.bbc.co.uk/news/av/health-52606128">https://www.bbc.co.uk/news/av/health-52606128</a>
	Communication to parents re: changes Autumn 2. (Newsletters/emails). New risk assessment will be placed on the website once the Trust has approved.	HT/School Business and Operations Manager.	In week of 2 November New risk assessment will be placed on the website once approved by the Trust. Completed
	Communication to parents re: need for extra layers of clothing for children. (Newsletters/emails)	School Business and Operations Manager.	In week of 2 November Completed.
	Review risk assessment again on 6 November and re-send out to staff to view before Trust meeting on 10 November.	HT	6 November. Completed.
	Send finalised updated risk assessment to staff on 16 November	HT	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

No

Distribution: Staff, Trust, parents via website.

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



## NOVEMBER 2020 - Procedure for Suspected 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 advised to follow the Government guidance for households with possible Covid-19
- If a staff member has helped someone displaying symptoms they do not need to go home unless they develop symptoms themselves or the pupil 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

Go home/stay home

- Staff member and/or pupil must stay at home and isolate for 10 days from when the symptoms started
- They must obtain a Government Covid-19 test via either NHS.UK or contact NHS 119 via telephone

Test Result

- If a Positive test result the parent of the pupil or staff member must inform the School. The Head Teacher/Principal must then inform their RKLK contacts (Director of Operations or Trust Estates Manager)
- If a Negative test result the pupil or staff member should inform School and can return to the setting when feeling well enough and fellow household members can end their isolation.

Positive Test Result

- Pupil or staff member with a positive Covid-19 test result go home and isolate for 10 days. The other household members of the pupil or staff member also isolate for 14 days.
- School must complete and record a dynamic risk assessment to identify any other pupils or staff members who are 'close and/or proximity contacts'
- School informs any other staff or pupils potentially affected to go home and isolate for 14 days
- School issues approved communications to wider community of parents and staff informing them of the confirmed case of Covid-19 in the School as appropriate
- School informs RKLK Contacts and completes Covid Tracker document within RKLK Teams and contacts DfE Helpline 0800 0468687 for advice if required
- School informs their Local Authority of positive case using relevant contacts:
  - For LCC email the completed the **Positive Case Information Form – PCIF 01** via [DCS.alert@leeds.gov.uk](mailto:DCS.alert@leeds.gov.uk)
  - For NYCC access the online reporting portal and complete reporting details via [https://myaccount.northyorks.gov.uk/ed\\_eom/education-outbreak-management](https://myaccount.northyorks.gov.uk/ed_eom/education-outbreak-management)

Symptoms in isolated pupils of staff

- Where pupils or staff member who are 'close and/or proximity contacts' to a positive case also display symptoms, they must obtain a Government Covid-19 test from either NHS.UK or contact NHS 119 via telephone and inform school of test result

Additional positive test results

- If a potential 'outbreak' of cases occurs within a setting Head Teacher/Principal informs Trust contacts and contacts DfE Helpline 0800 0468687 who will escalate to PHE Health Protection Team. Alternatively Head Teacher/Principal can contact the PHE Health Protection Team direct on 0113 386 0300
- An 'outbreak' is if TWO or more children or members of staff in the setting have TESTED POSITIVE, within 14 days of each other and who are known to have been in the same bubble/year group or had contact with each other.
- School reviews previous dynamic risk assessment with support of RKLK contacts to identify if any further pupils or staff members may potentially be affected
- Any further staff or pupils potentially affected by wider outbreak may be sent home to isolate for 14 days as a precautionary measure. The other household members of the pupil or staff member do not need to self isolate unless the pupil or staff member they live with subsequently develops symptoms



# How NOT to wear your face covering or mask

**DO NOT**  
use if damaged or damp



**DO NOT**  
wear it around chin



**DO NOT**  
wear loose-fitting masks



**DO NOT**  
pull away from face to speak



**DO NOT**  
touch front of mask



**DO NOT**  
share your mask



Source: Royal Devon and Exeter NHS Foundation Trust

**BBC**

