

Risk Assessment for Red Kite Learning Trust

Assessment Title:	Coronavirus (COVID-19): implementing protective measures for Autumn Term 2021	Reference Number:	
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School Name:	ROSSETT ACRE PRIMARY SCHOOL	School Address:	
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Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
3 September 2021	Corrine Penhale Kate Woodcock		As required

Name of Head Teacher (print):	Head Teacher Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
Corrine Penhale	<i>C. Penhale</i>		

Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974. - Management of H & S at Work Regulations 1999. - Dept of Education Guidance: Actions for Schools during Coronavirus outbreak 27th Aug 2021 - Dept of Education Guidance: Contingency Framework for education and childcare settings August 2021 - RKLTL Contingency Framework Outbreak Management Plans 2nd September 2021:
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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

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RISKS	<i>Note: this list is not exhaustive and must be adapted for your own needs</i>				
	<ol style="list-style-type: none"> 1. Contact Between Individuals 2. Inadequate Cleaning/Sanitising 3. Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors 4. Site User Becoming Unwell 5. Site User Developing Symptoms 6. Inadequate Hand Washing/Personal Hygiene 7. Inadequate Personal Protection & PPE 8. Visitors, Contractors & Spread of Coronavirus 9. Inadequate Ventilation 				
No.	CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
	<i>Note: you must 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>				
1.	Contact Between Individuals				
1.1	No longer necessary to keep children in consistent groups (bubbles).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Bubbles may be reintroduced should there be an outbreak within a school in line with the outbreak management plan.	Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Assemblies can resume		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Pupils can mix at breaks and lunchtimes.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new educational visit, whether domestic or international, are advised to ensure that any new bookings have adequate financial protection in place	You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Schools can undertake educational day visits		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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1.7	Schools can undertake domestic residential education visits	East Barnby & Nell Bank.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8	From the start of the September term, schools can go on international visits that have previously been deferred or postponed and organise new international visits for the future.	Schools should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit, and you must comply with international travel legislation and should have contingency plans in place to account for these changes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Schools should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.	Fun Club are aware of the guidance. More information on planning extra-curricular provision can be found in the guidance for: COVID-19: Actions for out-of-school settings - GOV.UK (www.gov.uk)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Inadequate Cleaning/Sanitising				
2.1	A cleaning schedule that includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces is in place	Cleaning of non-healthcare settings outside the home Additional cleaning in place during the day. Staff to continue to clean equipment used by their class after use – e.g. PE equipment. Laptops/lpads to be cleaned after use. Staff are required to clean their own laptops and ipads before and after work. MSAs to clean touch points on the Trim Trail after lunch.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Site Manager 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"/>

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2.3	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 classroom so the cleaner knows to empty it.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4	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	Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
3.1	Parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.	If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice. In some cases, there may be some flexibility regarding symptoms when it is confirmed that they are not due to Covid-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.	All RKLТ schools complete the RKLТ Positive Case Tracking report on RKLТ Teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.	Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, if any of the following apply: <ul style="list-style-type: none"> - they are fully vaccinated - they are below the age of 18 years and 6 months - they have taken part in or are currently part of an approved COVID-19 vaccine trial - they are not able to get vaccinated for medical reasons 	Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. Schools should encourage all individuals to take a PCR test if advised to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	If someone over the age of 18 chooses not to get vaccinated, they will need to self-isolate if identified as a close contact.	Staff to inform HT, DHT & SBOM if they have not been vaccinated and believe they have been in contact with a positive case.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3.6	Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.	College students volunteering in school/Teaching Training students to inform HT, DHT & SBOM if they have not been vaccinated and believe they have been in contact with a positive case.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Extra actions may be implemented in schools if the number of cases substantially increases. The thresholds where additional actions may be required are as below, with whichever of these thresholds is reached first: • 5 children, pupils, students, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period	Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10	A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.	Further information can be found in the guidance on protecting people who are CEV from COVID-19 .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.12	Social distancing measures have now ended in the workplace, and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work.	CEV staff will be expected to follow the same guidance as everyone as a minimum. They will have an individual risk assessment in place when they are in school. They will be encouraged to look after their own health and well-being by distancing when they can, ensuring they are in a well-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		ventilated area and discussing any concerns they may have with the HT, DHT or SBOM. Additional arrangements may be put in place for some CEV staff after discussion with HT and RKLK HR.			
3.13	All CEV children and young people should attend their education or childcare setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.	All CEV young people will be encouraged to attend school. Discussions with HT, DHT will take place if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.14	Most pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review. More guidance is provided below and contact the School's HR Advisor on hr@rklk.co.uk for further support. RCOG Q&A covid19 virus infection and pregnancy New and Expectant mothers who reach 28 weeks within the school holidays, will be invited to a meeting and risk assessments will be updated with them before they come back into work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.15	If a member of staff is 28 weeks pregnant and beyond, or if they are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, Schools should take a more precautionary approach. Whilst the member of staff is at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of a pre-term birth if they contract COVID-19.	Further advice is available on the HSE website link and contact the School's HR Advisor on hr@rklk.co.uk for further support Protecting new and expectant mothers at work - HSE A meeting will be arranged between the new and expectant mother, HT and RKLK HR to discuss any concerns and update risk assessments/put required measures in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Site User Becomes Unwell				

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4.1	If anyone in school develops COVID-19 symptoms, they are sent home and told they should follow public health advice	<p>Symptoms of coronavirus (COVID-19)</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.</p> <p>Mrs Howard to escort the child to the bungalow/, keeping a distance of 2m away.</p> <p>Office Staff to call parents immediately.</p> <p>Child to be taken to back room of bungalow (in most cases) and window and door opened. (If weather allows child can remain outside in the bungalow garden supervised.) Member of office staff to stay outside room/at least 2m distance, to supervise child until parent arrives.</p> <p>HT/SBOM to inform Trust of incident.</p> <p>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"/>
4.2	If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible	<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>In the case of a child displaying symptoms, see above.</p> <p>The bungalow room will be thoroughly cleaned once the child has gone home.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	If a child is isolating in the bungalow, the child should use the toilets in the bungalow.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	PPE should be worn by staff caring for the pupil while they await collection if close contact is necessary	<p>See Inadequate Personal Protection & PPE section of this risk assessment.</p> <p>Staff caring for child, unable to keep 2m distance, PPE to be worn.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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4.5	The room used by the pupil awaiting collection should be cleaned after they have left	SBOM to arrange for the cleaning of the room to take place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Everyone displaying coronavirus (COVID-19) symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household	Parents have been informed about this via our staff letter of 3 rd September 2021 – link to guidance was included.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home	This would only be in exceptional circumstances in a primary school as all children will be expected to be picked up by parents/carers. If exceptional circumstances were thought to be relevant only Y5/6 children would be considered.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8	In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Site User Developing Symptoms				
5.1	Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	This information was shared with parents via the return to school in Sept 21 letter sent out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term	Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.3	Secondary school pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.4	Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed	LFD tests are made available to all staff. Staff were reminded about twice weekly testing in the staff procedures sent out 3 September 21.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


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5.5	Secondary schools should retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6	It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, while they get a confirmatory PCR test	This was communicated to parents and staff via the return to school letter Sept 21 to parents and the staff procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8	Whilst awaiting the confirmatory PCR result, the individual should continue to self-isolate.	This was communicated to parents and staff via the return to school letter Sept 21 to parents and the staff procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.9	Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.10	Pupils, staff, and other adults should follow public health advice on when to self-isolate and what to do	When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) This was communicated to parents and staff via the return to school letter Sept 21 to parents and the staff procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.11	Where appropriate, schools should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Inadequate Hand Washing/Personal Hygiene				
6.1	Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including: <ul style="list-style-type: none"> when they arrive at the school when they return from breaks when they change rooms before and after eating 	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils Notices are around school about washing hands regularly and children will be asked by staff to wash hands on arrival and throughout the day. Staff informed via staff procedures – Sept 21.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Routines are in place at school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	If staff are in this position, then they would be expected to wash their hands more often. Hand sanitiser is also available around school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6.4	Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	Teachers and staff working with children where this is the case will consider this and ensure hygiene practices are maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Help given to pupils with complex needs to clean their hands properly	Staff to support children as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5	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	This would be put in place if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.6	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"/>
6.7	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 sanitisers are also available and MUST ONLY BE USED UNDER CLOSE SUPERVISION . Washing with soap and water is the preferred option, (and expected where hand washing stations are available) particularly for children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.8	Alcohol based hand cleansers/gels can only be used if soap and water are not available but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol-based hand cleansers because of the risk of ingestion	Skin friendly cleaning wipes can be used as an alternative. We do have gel available in the lunch hall for children to use, as per post Covid. Children will be reminded to use this sensibly. MSAs are supervising in the hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.9	School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	This is the case.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6.10	The 'catch it, bin it, kill it' approach is very important and is promoted	 <p>CATCH IT Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT Germs can live for several hours on floors. Dispose of your tissue as soon as possible.</p> <p>KILL IT Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p>NHS</p> <p>In staff and parent communication re: back to school Sept 18/staff procedures.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.11	Disposable tissues are available in each room for both staff and pupil use	Tissues are available in every classroom. Staff can access more as needed from the school office/medical room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.12	Bins (ideally lidded pedal bins) for tissues are available in each room	Bins are in every classroom, staffroom, bungalow, office, halls, ICT suite, Music Room and Kitchen.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.13	School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates	The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene HT to remind children in assembly on 7 th Sept 21.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Inadequate Personal Protection & PPE				
7.1	Most staff in schools will not require PPE beyond what they would normally need for their work. Face coverings are no longer advised for pupils, staff, and visitors either in classrooms or in communal areas.	The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. Face coverings do not need to be worn in school. Staff members who wish to do so, can – preferably transparent face coverings in classrooms so children can see your mouth moving. (See SBOM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7.2	If you have a substantial increase in the number of positive cases in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils' staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.	In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.	Any staff member who wishes to wear a face visor or shield needs to inform the HT so a risk assessment can be completed where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from any requirement to wear face coverings in schools or in public places	Staff to be aware of this and consider this when working with children who require visual signals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5	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	https://www.bbc.co.uk/news/av/health-52606128 Staff have been informed of this previously. Link above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6	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/pouch 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. https://www.bbc.co.uk/news/av/health-52606128 Additional masks are available from the medical room if a member of staff forgets their face covering.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7.7	Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully	Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day. 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"/>
8	Visitors, Contractors & Spread of Coronavirus				
8.1	Key contractors are made aware of the school's control measures and ways of working	Ideally, contractors and visitors should have an appointment to attend school. Signage on the door of the entrance says that no-one should enter the building without being asked in by a member of staff. School's control measures will be explained by an office staff/site manager member.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	School ensures site guidance is explained to visitors and contractors on or before arrival	Signage on doors and throughout school regarding social distancing and office staff/site manager will explain to anyone entering the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain some social distancing and the wearing of a face covering, as well as availability of resources to effectively clean following the visits. All contractors will be asked to provide risk assessments including their own about infection spread prevention, where required. SBOM and Site Manager to ensure these are provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4	As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Inadequate Ventilation				

Risk Assessment for Red Kite Learning Trust

9.1	When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.	<p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>When using the Calm Room, the door should remain open whenever possible. If door is required to be closed, please open it at regular intervals to let air flow in and out.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.	If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.3	Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).	<p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Teachers need to take a measured approach and ensure that children and staff are not too cold when ventilating classrooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Consideration given to opening high level windows in preference to low level to reduce draughts	Teachers to consider this for their own classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.5	Consideration given to only opening every other window instead of all windows when the heating is activated	Teachers to consider this for their own classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.6	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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.7	CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved.	These will be distributed when received.	<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? (Risk assessment sent to staff prior to the start of term, so that any concerns can be raised).			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	What is the level of risk for this situation BEFORE 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 checked="" type="checkbox"/>		No <input type="checkbox"/>
	Have you identified any further control measures needed to control the risk and recorded them in the action plan?	Yes <input checked="" type="checkbox"/>		No <input checked="" type="checkbox"/>
	ACTION PLAN (insert additional rows if required)	To be actioned by		
	Further or altered control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date	
	Risk assessment to be shared with staff.	HT	3 September 2021	
	Risk assessment shared with the Trust to review	HT	3 September 2021	
	Risk assessment put on website for parents to view	SBOM/Office	7 September 2021	
	Staff procedures (in line with risk assessment) to be sent out to staff	HT	3 September 21	
	Parent letter re: Back to school Sept 21 and CEO letter sent out to parents	Office	3 September 21	

State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment.	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Risk Assessment for Red Kite Learning Trust

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