

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

<b>Assessment Title:</b>	<b>Coronavirus (COVID-19): implementing protective measures for full opening: PRIMARY SCHOOLS</b>	<b>Reference Number:</b>	
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<b>School Name:</b>	<b>Whitkirk Primary School</b>	<b>School Address:</b>	<b>Templegate Walk Whitkirk Leeds LS15 0EU</b>
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<b>Date Assessment Undertaken:</b>	<b>Name of Assessor (print):</b>	<b>Assessor Signature:</b>	<b>Assessment Review Date:</b>
1/9/2020	Mr Dave Noble		

<b>Name of Head Teacher (print):</b>	<b>Head Teacher Signature:</b>	<b>Name of Chair of Governors (print):</b>	<b>Chair of Governors Signature:</b>
Mrs Helen Stout		Mr Ian Foy	

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

**Guidance:**

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

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

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

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

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

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

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

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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. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>2. Social Distancing Measures Not Followed During Travel to and from School</li> <li>3. Inadequate Cleaning/Sanitising</li> <li>4. Shared Resources</li> <li>5. Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>6. Site User Becoming Unwell</li> <li>7. Site User Developing Symptoms</li> <li>8. Inadequate Hand Washing/Personal Hygiene</li> <li>9. Inadequate Personal Protection &amp; PPE</li> <li>10. Visitors, Contractors &amp; Spread of Coronavirus</li> <li>11. Inadequate Ventilation</li> <li>12. Catering</li> <li>13. School Activities</li> </ol>				
	No.	CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO
	<p><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	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	Groups will remain consistent where practical, except for pre-arranged purposes – PPA, Whikidz	X	<input type="checkbox"/>	<input type="checkbox"/>
1.2	The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups		X	<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).	The only exception being RWI – specialist teaching taking place daily in small, well-tracked groups at a social distance with hand washing before and after. <b>NB: This will not start until the end of Sept at the earliest.</b>	X	<input type="checkbox"/>	<input type="checkbox"/>

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1.4	Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups.		X	<input type="checkbox"/>	<input type="checkbox"/>
1.5	Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups.				
1.6	Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.	<p><b>Shared spaces:</b></p> <ul style="list-style-type: none"> <li>Computer Suite</li> <li>Library</li> <li>Green Room</li> <li>Sensory Room</li> <li>The Haven</li> <li>Invention Rooms (LKS2 and UKS2 break out space)</li> <li>PPA Room</li> <li>Whikidz</li> <li>Large Hall</li> <li>Small Hall</li> <li>Staff Room</li> </ul> <p><a href="#">See "WPS Supporting Documents (1.5, 1.6)" for Shared Area Timetables.</a></p>	X	<input type="checkbox"/>	<input type="checkbox"/>
1.7	It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.		X	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Schools keep children in their class groups for classroom time, but also allow mixing into wider groups for wraparound care.	<ul style="list-style-type: none"> <li>Whikidz</li> <li>After school clubs</li> <li>Breakfast Club (Invitation through Pastoral Team – Small Hall)</li> </ul> <p><a href="#">See Appendix 5 for Whikidz Risk Assessment (wrap around care)</a></p>	X	<input type="checkbox"/>	<input type="checkbox"/>
1.9	Siblings may be in different groups		X	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable where necessary.	<a href="#">See "WPS Supporting Documents (1.5, 1.6)" for Shared Area Timetables.</a>	X	<input type="checkbox"/>	<input type="checkbox"/>

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1.11	Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	<a href="#">See Appendix 3 – WPS Guidance for HLTAs/ Cover staff</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
1.12	Where possible adults maintain a 2-metre distance from each other, and from children		X	<input type="checkbox"/>	<input type="checkbox"/>
1.13	Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration		X	<input type="checkbox"/>	<input type="checkbox"/>
1.14	Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in primary schools	X	<input type="checkbox"/>	<input type="checkbox"/>
1.15	Face to face contact time is reduced and limited to no more than 15 minutes duration		X	<input type="checkbox"/>	<input type="checkbox"/>
1.16	Pupils are seated side by side and facing forwards, rather than face to face or side on	<a href="#">See Appendix 2 – WPS Guidance for Staff Members</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
1.17	Staff will work side on to pupils as opposed to face to face whenever possible		X	<input type="checkbox"/>	<input type="checkbox"/>
1.18	Educational and care support is provided as normal to pupils who have complex needs or who need close contact care		X	<input type="checkbox"/>	<input type="checkbox"/>
1.19	Unnecessary furniture has been moved out of classrooms to make more space		X	<input type="checkbox"/>	<input type="checkbox"/>
1.20	Large gatherings such as assemblies with more than one group do not take place		X	<input type="checkbox"/>	<input type="checkbox"/>
1.21	The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	<a href="#">See WPS Supporting Documentation for class timetables (1.21)</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
1.22	Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	8:45am – 3:15pm One way system in place – see supporting documents	X	<input type="checkbox"/>	<input type="checkbox"/>
1.23	Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	<a href="#">See Appendix 8 – WPS Protocols for drop off and pick up</a>	X	<input type="checkbox"/>	<input type="checkbox"/>

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1.24	Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)		X	<input type="checkbox"/>	<input type="checkbox"/>
1.25	It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)		X	<input type="checkbox"/>	<input type="checkbox"/>
1.26	External entrances to classrooms are used where practical		X	<input type="checkbox"/>	<input type="checkbox"/>
1.27	Break times are staggered so that all pupils are not moving around the school at the same time	<a href="#">See Appendix 7i: WPS Playground duties</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
1.28	Lunch breaks are staggered	<a href="#">See Appendix 7ii: Lunchtime arrangements</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
1.29	Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	Numbers of staff using the staff room are limited; the number of staff permitted in the space at any one time will be indicated on the door.  Whikidz will be used as an additional Staff Room for John Jamieson staff.  <a href="#">See Appendix 2 – WPS Guidance for Staff Members</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
1.30	During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	On P.E days, children will come into school wearing their P.E kit.	X	<input type="checkbox"/>	<input type="checkbox"/>
1.31	Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying careful attention to cleaning and hygiene	Schools should refer to the following advice: <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>	X	<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		X	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport.	<a href="#">safer travel guidance for passengers</a>	X	<input type="checkbox"/>	<input type="checkbox"/>

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2.3	Face coverings are required at all times on public transport for children, over the age of 11.		X	<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 and shared areas that are used by different bubbles / groups is in place.	Public Health England have published revised guidance for cleaning non-healthcare settings to advise on general cleaning required as per this link <a href="#">COVID-19: cleaning of non-healthcare settings guidance.</a>	X	<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.	Staff should aim to ensure that all surfaces are clear and free from clutter for ease of wiping down.	X	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.		X	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Bins for tissues and other rubbish are emptied throughout the day.		X	<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.		X	<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.		X	<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.		X	<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.		X	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Shared Resources</b>				
4.1	For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Staff shared space resources, including phones, photocopiers, kettles (Whikidz) etc. Will have locally positioned sanitising gel and disinfection wipes.	X	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces.	Each class will be provided with wipes and a multipurpose cleaner and cloths.	X	<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, orrotated 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.		X	<input type="checkbox"/>	<input type="checkbox"/>

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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.		X	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	Gloves will be provided if staff would prefer to wear them when marking.	X		
4.6	Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.		X		
<b>5</b>	<b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
5.1	Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	Ensuring that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).	X	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 <sup>st</sup> August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible.	<a href="#">Clinically extremely vulnerable</a> Individual risk assessments are needed, and guidance must be sought.		<input type="checkbox"/>	X
5.3	Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible	<a href="#">Clinically-vulnerable people</a> Individual risk assessments are needed, and guidance must be sought	<input type="checkbox"/>	<input type="checkbox"/>	X
5.4	Returning to work for pregnant women is subject to an individual risk assessment and the recent advice of the Royal College of Obstetrics and Gynaecology advice for women from 28 weeks gestation or with underlying health conditions must be followed.	<a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Individual Pupil Risk Assessments to be reviewed for pupils with Educational Health Care Plans in identifying what additional support they may need to make a successful return to full education.		X	<input type="checkbox"/>	<input type="checkbox"/>




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5.6	Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.	Consider longer engagement of supply staff to minimise movement between sites.	X	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19.	See Inadequate Personal Protection & PPE section of this risk assessment.	X	<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>	X	<input type="checkbox"/>	<input type="checkbox"/>
6.2	If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	X	<input type="checkbox"/>	<input type="checkbox"/>
6.3	If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.		X	<input type="checkbox"/>	<input type="checkbox"/>
6.4	PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs).	See Inadequate Personal Protection & PPE section of this risk assessment.	X	<input type="checkbox"/>	<input type="checkbox"/>
6.5	In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.		X	<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.		X	<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.		X	<input type="checkbox"/>	<input type="checkbox"/>

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6.8	The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>School User Developing Symptoms</b>				
7.1	Schools must ensure that staff members and parents/carers understand that they must <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.		X	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Schools must ensure that staff members and parents/carers understand that they must be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.		X	<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).		X	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Parents and staff are asked to inform the school immediately of the results of a test.		X	<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.	<a href="#">See Appendix 10 – Red Kite Procedure for Test and Trace</a>	X	<input type="checkbox"/>	<input type="checkbox"/>
7.6	If someone tests positive, they should follow the ' <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> ' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested	X	<input type="checkbox"/>	<input type="checkbox"/>

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	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.	positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.  Covid-19 Procedure for Test and Trace FLC			
7.7	Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.		X	<input type="checkbox"/>	<input type="checkbox"/>
7.8	Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place.		X	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<b>Inadequate Hand Washing/Personal Hygiene</b>				
8.1	Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils.	X	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Hands are washed with liquid soap & water for a minimum of 20 seconds.		X	<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.		X	<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.	Skin friendly skin cleaning wipes can be used as an alternative.	X	<input type="checkbox"/>	<input type="checkbox"/>
8.5	The 'catch it, bin it, kill it' approach is very important and is promoted.		X	<input type="checkbox"/>	<input type="checkbox"/>
8.6	Disposable tissues are available in each room for both staff and pupil use.		X	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Bins (ideally lidded bins) for tissues are available in each room.		X	<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	<a href="#">safe working in education, childcare and children's social care</a>			

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	pupils and the staff working with them.				
<b>9</b>	<b>Inadequate Personal Protection &amp; PPE</b>				
9.1	Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.		X	<input type="checkbox"/>	<input type="checkbox"/>
9.2	PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	<b>PPE is available in the following places:</b> Medical Room Main Office Reflection Room Hygiene Suite	X	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Pupils and staff who use them are required to remove face coverings on arrival at school.		X	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Pupils are instructed not to touch the front of their face covering during use or when removing face coverings.		X	<input type="checkbox"/>	<input type="checkbox"/>
9.5	Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.		X	<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.	<a href="#">See Appendix 11 – WPS Visitors in school</a>	X	<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.		X	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Where visits can happen outside of school hours, they are arranged as such.		X	<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.		X	<input type="checkbox"/>	<input type="checkbox"/>
10.5	Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources	X	<input type="checkbox"/>	<input type="checkbox"/>

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		to effectively clean following the visits.			
10.6	A record is kept of all visitors.		X	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	<b>Inadequate Ventilation</b>				
11.1	Ventilate spaces with outdoor air.		X	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Where possible, occupied room windows should be open.		X	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Keep toilet ventilation in operation as much as possible while building is occupied.		X	<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.		X	<input type="checkbox"/>	<input type="checkbox"/>
11.5	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Fire doors must not be propped open unless they have a self-closing hold open device fitted.	X	<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>	X	<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.		X	<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.		X	<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.		X	<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.		X	<input type="checkbox"/>	<input type="checkbox"/>

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12.6	Notices promoting hand hygiene and social distancing should be placed visibly in staff room area along with hand washing stations.		X	<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.		X	<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.		X	<input type="checkbox"/>	<input type="checkbox"/>
13.3	Overnight domestic (UK) and overseas educational visits should not take place at the current time.		<input type="checkbox"/>	<input type="checkbox"/>	X
13.4	ArtForms Music teaching	TBC at the start of Autumn Term and shared with parents.			
	Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
	What is the level of risk for this situation <b>BEFORE</b> control measures implemented?		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
	Is the risk adequately controlled with the existing control measures in school prior to this situation?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
	Have you identified any further control measures needed to control the risk and recorded them in the action plan?		Yes <input 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>		
i.	<b>Collate and review risk assessments from Lettings (John Jamieson, Whikidz and Tiny Tots)</b>	GQ			
ii.	<b>Personal equipment for Year 1 – Year 6 will be stored in their trays during lunchtime and after school to ensure that all surfaces are clear for cleaning. Reception pupils will have personal equipment in a plastic wallet with their name on it.</b>	All			

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iii.	If intimate care is needed, adults who are providing this will wear PPE, gloves, aprons and will wash hands after completing this care. This will be given in the hygiene suite and this will be wiped down with disinfectant following the care.	All	
iv.	Toast will be made at the start of the day. One person from each bubble (Year Group) will be responsible for this. They will wear gloves and distribute it between the bubble where it will be passed to children on a napkin to reduce possible contamination of a shared plate.	All	
v.	Milk – straws will be disposed of in the lidded bins, cartons will be disposed of in the Green Bin.	Reception and KS1	
vi.	Use of Whikidz Room – staff in Whikidz to disinfect all surfaces at the end of the morning session; John Jamieson staff to use Whikidz as a staff room- one member of staff from John Jamieson to wipe down surfaces after use.	Whikidz John Jamieson	
vii.	After School Clubs, including external providers Registered will be created using Arbor (Cathy Campbell), registers must be taken at the beginning of every session; where a club is led by an external provider these will be taken by a member of SLT.	SLT	
viii.	Medication Medication should be individually bagged and stored securely in the Medical Room. Inhalers will be stored inside an individual bag and then placed in the class bags which are located by the sink.	All	
ix.	A weekly feedback protocol to be set up to collate staff views with regards to the risk assessment to identify any lessons learnt and any issues which need to be reviewed further.	All	Phase Briefings will be held at 8:25am every Friday morning in the Phase Leader’s classroom. These meetings will not exceed 15 minutes to ensure that all teaching staff are on the playground at 8:40am and support staff at 8:45am. <i>Members of staff who are contracted to start work at 8:45am to speak to Phase Leader who will explain arrangements which have been put in place to owe back this overtime.</i> Findings from the meeting will then be shared during SLT meeting on Monday.

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x.	PPE is available to members of staff administering first aid and assisting pupils with their medication.	All	
xi.	Specific consideration for colleagues from a BAME background. Colleagues must ensure that they follow this risk assessment and in addition must not support with intimate care.	All	
xii.	Changing reading books Returns trays for “Reading for Pleasure” and Book Banded reading books will be set up in each classroom for each day so that box can be left for 72 hours before being touched and returned to the shelves. Children will change their books on the day that they read with their teaching assistant. RWI books which have been sent home are to be placed in a box each Friday morning and new books handed to children. Books can be placed back into the correct box on Monday afternoon.	All	
xiii.	Individual risk assessments in place for key pupils Covid19 annex to the Behaviour Policy.	GQ, AD, RM All	
xiv.	Individual staff risk assessments to be completed	DP	
xv.	Plans in place for partial or full closure of school.	GQ All	<a href="#">Appendix 13 – WPS Remote Teaching and Learning Plan</a>
xvi.	Covid19 Behaviour Policy Annex	RM All	

**Supporting Documentation:**

Appendix 1: Parent/ Carer Guide

Appendix 2: Staff Member Guide

Appendix 3: PPA guidance

Appendix 4: Tiny Tots Risk Assessment



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- Appendix 5: Whikidz Risk Assessment
- Appendix 6: John Jamieson Risk Assessment
- Appendix 7i: Break time duties
- Appendix 7ii: Lunchtime arrangements
- Appendix 8: Protocols for drop off and collection
- Appendix 9: Curriculum
- Appendix 10: Red Kite procedures for Test and Trace
- Appendix 11: Flow Chart – Procedures for Visitors
- Appendix 12: Siblings List (to be stored securely due to sensitive data)
- Appendix 13: Remote Teaching and Learning Plan
- Appendix 14: Behaviour Policy Annex

	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Distribution:			
<i>Risk rating</i>	<i>Action</i>		

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<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.