

### Risk Assessment for Red Kite Learning Trust

<b>Assessment Title:</b>	<b>Coronavirus (COVID-19): implementing protective measures for Autumn Term 2021</b>	<b>Reference Number:</b>	
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<b>School Name:</b>	TNCP – Cluster Team	<b>School Address:</b>	C/o Meadowfield Primary School, Halton Moor Avenue, Leeds, LS9 0JY
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<b>Date Assessment Undertaken:</b>	<b>Name of Assessor (print):</b>	<b>Assessor Signature:</b>	<b>Assessment Review Date:</b>
08.10.2021	GEMMA SARGEANT	G. Sargeant	Following new Government guidance

<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>
GEMMA SARGEANT: CLUSTER LEAD	G. Sargeant	CAROLINE JOHNSON: CLUSTER CHAIR	C. Johnson

- Main Legislation and/or Information Source:
- Health & Safety at Work Act 1974.
  - Management of H & S at Work Regulations 1999.
  - Dept of Education Guidance: Actions for Schools during Coronavirus outbreak 27<sup>th</sup> Aug 2021
  - Dept of Education Guidance: Contingency Framework for education and childcare settings August 2021
  - RKLTL Contingency Framework Outbreak Management Plans 2<sup>nd</sup> September 2021:

**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 <b>must</b> be adapted for your own needs</i>				
	<ol style="list-style-type: none"> <li>1. Contact Between Individuals</li> <li>2. Inadequate Cleaning/Sanitising</li> <li>3. Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>4. Site User Becoming Unwell</li> <li>5. Site User Developing Symptoms</li> <li>6. Inadequate Hand Washing/Personal Hygiene</li> <li>7. Inadequate Personal Protection &amp; PPE</li> <li>8. Visitors, Contractors &amp; Spread of Coronavirus</li> <li>9. Inadequate Ventilation</li> </ol>				
No.	CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
	<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>				
1.	<b>Contact Between Individuals</b>				
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		<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.	More information on planning extra-curricular provision can be found in the guidance for: <a href="https://www.gov.uk/guidance/covid-19-actions-for-out-of-school-settings">COVID-19: Actions for out-of-school settings - GOV.UK (www.gov.uk)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Inadequate Cleaning/Sanitising</b>				
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	<a href="#">Cleaning of non-healthcare settings outside the home</a>	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Bins for tissues and other rubbish are emptied throughout the day		<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		Yes		
<b>3</b>	<b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
3.1	In most cases, 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		the circumstances and current public health advice.			
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.		Yes		
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"> <li>- they are fully vaccinated</li> <li>- they are below the age of 18 years and 6 months</li> <li>- they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>- they are not able to get vaccinated for medical reasons</li> </ul>	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.		Yes		
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.		<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: <ul style="list-style-type: none"> <li>• 5 children, pupils, students, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul>	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.	Yes		

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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 <a href="#">guidance on protecting people who are CEV from COVID-19</a> .	Yes		
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.	Social distancing reintroduced in some schools where cases are rising – please be aware	Yes		
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.		Yes		
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 <a href="mailto:hr@rkit.co.uk">hr@rkit.co.uk</a> for further support. <a href="#">RCOG Q&amp;A covid19 virus infection and pregnancy</a>	Yes		
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 <a href="mailto:hr@rkit.co.uk">hr@rkit.co.uk</a> for further support <a href="#">Protecting new and expectant mothers at work - HSE</a>	Yes		





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<b>4</b>	<b>Site User Becomes Unwell</b>				
4.1	If anyone in school develops COVID-19 symptoms, they are sent home and told they should follow public health advice	<a href="#">Symptoms of coronavirus (COVID-19)</a>	<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		<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		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	The room used by the pupil awaiting collection should be cleaned after they have left		<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		<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		<b>Yes</b>		
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"/>
<b>5</b>	<b>Site User Developing Symptoms</b>				
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		<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.		<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.		<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	<a href="https://www.nhs.uk">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a>	<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.		Yes		
<b>6</b>	<b>Inadequate Hand Washing/Personal Hygiene</b>				
6.1	Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including: <ul style="list-style-type: none"> <li>when they arrive at the school</li> <li>when they return from breaks</li> <li>when they change rooms</li> <li>before and after eating</li> </ul>	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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6.5	Help given to pupils with complex needs to clean their hands properly		<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		<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		<input checked="" 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		<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 <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 cleaning wipes can be used as an alternative	<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		<b>Yes</b>		
6.10	The 'catch it, bin it, kill it' approach is very important and is promoted	<p><b>CATCH IT</b>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p>	<b>Yes</b>		
6.11	Disposable tissues are available in each room for both staff and pupil use		<b>Yes</b>		
6.12	Bins (ideally lidded pedal bins) for tissues are available in each room		<b>Yes</b>		
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 <a href="#">e-bug</a> website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	<b>Yes</b>		



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7	<b>Inadequate Personal Protection &amp; PPE</b>				
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.		<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		<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		<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		<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
8.1	Key contractors are made aware of the school's control measures and ways of working		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	School ensures site guidance on is explained to visitors and contractors on or before arrival		<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		<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"/>
<b>9</b>	<b>Inadequate Ventilation</b>				
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.	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.	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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).	You should balance the need for increased ventilation while maintaining a comfortable temperature.	<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		<b>Yes</b>		
9.5	Consideration given to only opening every other window instead of all windows when the heating is activated		<b>Yes</b>		
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	<b>Yes</b>		

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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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	What is the level of risk for this situation <b>BEFORE</b> control measures implemented?	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
	Is the risk adequately controlled with the existing control measures in school prior to this situation?	Yes <input 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 type="checkbox"/>	No <input checked="" 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>	
<p><b>Advice and guidance from Government website on use of private vehicles:</b></p> <p><b>Private cars and other vehicles</b></p> <p>You should wear face coverings in crowded and enclosed areas where you come into contact with people you do not usually meet. It is recommended you wear a face covering when travelling in a private vehicle with people you do not usually meet.</p> <p>Plan your route, including any breaks, before setting out.</p> <p>Download the <a href="#">NHS COVID-19 app</a>, if possible.</p> <p>On your journey, open windows to let fresh air in where possible.</p>		<p><b>Cluster Team</b></p>	<p>Use of private vehicles to transport children, young people, families, colleagues to be used as last resort when absolutely necessary. All Covid measures opposite to be in place, and those transported to sit in the back of the car only.</p> <p>Permitted from after October half term.</p> <p>Subject to change based on number of COVID-19 cases or reported outbreaks.</p>	

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<p>At garages, petrol stations and motorway services, where possible, check in using the <a href="#">NHS COVID-19 app</a> if you enter a venue that has an official NHS COVID-19 QR code poster at the entrance. Alternatively, you can provide your contact details.</p> <p>Wash your hands for at least 20 seconds or sanitise your hands often, and always when exiting or re-entering your vehicle.</p>		
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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.	<b>High</b> <input type="checkbox"/>	<b>Med</b> <input checked="" type="checkbox"/>	<b>Low</b> <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
If no, has this been escalated to senior leadership team? N/A	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	

**Distribution:**

TNCP Cluster Team

Uploaded to TNCP website: [www.tncp.co.uk](http://www.tncp.co.uk)

<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.