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| **HESWALL PRIMARY SCHOOL RISK ASSESSMENT: Opening School 28.2.22** |
| **Location**: Heswall Primary School (HPS) | **Date assessment****Undertaken** 28.2.22 | **Assessment undertaken by**: Jon Lawrenson (HT), Michelle Spofforth (SBM) and Nicky Bolton (DHT) |
| **Activity or situation:****Opening school 28.2.22** | **Review****date:** Weekly review  | **Signatures:** |

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| **Background information**On 21 February the Prime Minister set out the next phase of the Government’s COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains. The priority is to support schools to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health.**School Opening** DfE guidance for schools during the coronavirus COVID 19 pandemic has been that schools are required to have a full school opening risk assessment which is regularly reviewed and updated, treating them as ‘living documents’, as the circumstances in HPS and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.**Guidance** This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:* The Health Protection (Notification) Regulations 2010
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
* Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’
* DfE) ‘Schools COVID-19 operational guidance’
* DfE ‘Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak’
* DfE (2021) ‘Face coverings in education’
* ‘Actions for out of school settings’

**Green- new changes Blue- awaiting further guidance****Legislation and guidance**Health and Safety at Work Act etc. 1974Management of H&S at Work Regulations 1999Workplace (Health, Safety and Welfare) Regulations 1992DfE Actions for schools plus associated COVID 19 GuidancePublic Health England Guidance |
| **1) Hazard / Activity** | **2) Who can be harmed and how?**  | **3) What controls exist to reduce the risk?** ***Have you followed the hierarchy of controls (eliminate, substitute etc)?*** | **Risk Score** **Consequence****X Likelihood** | **4) Any further action.*****This should be included in the action plan (5), below***  |
| **Failure to assess the risks of COVID 19 transmission in school.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19**  | * HPS has assessed the reasonably foreseeable risks of transmission of COVID 19
* The risk assessment is regularly reviewed as circumstances in school and the public health advice changes.
* HPS monitors whether the controls in place are effective.
 | **3X2=6** | All staff to monitor controls in place and any concerns to be reported to JL and NB to assess and action as required. RA to be treated as a live document. JL and NB to meet monthly to discuss actions taken. |
| **Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * HPS has a Coronavirus (COVID-19) Contingency Plan risk assessment (also known as a*n outbreak management plan*) if restrictions need to be implemented due to COVID 19 variants outbreak.
* Remote education plans are in place for pupils who are self-isolating or shielding. Staff to continue to use Google Classrooms to provide a broad and balanced curriculum to any child self isolating or shielding.
* HPS will continue to work 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 the setting to temporarily reintroduce some control measures.
* HPS will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities.

**Wirral schools contact** Wirral LA Covid helpline 0151 666 3600 Email: covidschoolsupport@wirral.gov.uk | **3X2=6** |  |
| **Communication** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School follows latest DfE, PHE & Gov.uk, Merseyside & Wirral PH Team and LA guidance
* **RA** published to website & shared with unions, LA & governors.
* Clear communication sent to parents and pupils with a link on the HPS website covering all aspects of how school will function.
* Regular staff briefings held to cover any changes to arrangements.
* School has shared with all staff the measures in place and involved staff & the governing body in that process.
* A record is kept of all visitors and contractors that come to the school site.
 | **3X2=6** | RA to be published to website, shared with staff, unions, LA and Govs |
| **Wellbeing - staff & pupils** | **Staff & pupils exposed to mental health issues due to COVID 19** | * Staff are vigilant in discerning pupil mental health and report any concerns to SLT, where appropriate referrals made for ELSA support.
* Staff reminded of access to OH (Occupational Health) for themselves and their families.
* The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic when appropriate.
* Pupils will be well prepared by staff for the reintroduction of activities such as whole key stage assemblies.
* Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.
* Staff surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff may have.
 | **3X2=6** | All staff to discuss with pupils on a regular basis changes to elements of timetable including; playtimes, lunchtimes and before and after school.Staff reminded of the purpose of ELSA and the role of PHSCE in the classroom. |
| **Face coverings**  | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.
* Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.
* HPS may be advised by a director of public health that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). HPS has contingency plans that cover this possibility.
* Any staff who wish to wear a face covering in school will be supported to do so.
 | **3X2=6** |  |
| **PPE** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Most staff in education, childcare and children’s social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work.
* [Additional PPE for COVID-19](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure) will only required in a very limited number of scenarios:
	+ If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is necessary
* When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.
* Staff are trained in correct use and disposal of PPE.
* School has a supply of face coverings available
* Clear instructions are provided on how to put on, remove, store, and dispose of face coverings.
* Face coverings can be disposed of in normal waste
 | **3X2=6** |  |
| **School fails to ensure good hygiene & cleaning standards in school to reduce risk of transmission.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **Hand hygiene** - * HPS will continue to ensure that staff & pupils maintain high standards of hand hygiene.
* Suitable facilities are provided for individuals to wash/sanitise their hands regularly
* Pupils are supervised, where appropriate, to use hand sanitizer safely.

**Respiratory hygiene** * School emphasises the ‘catch it, bin it, kill it’ approach with bins & tissues available.

**Cleaning** * HPS will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas.
* Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment. A daily clean of frequently touched surfaces will continue prior to lunchtime.
 | **3X2=6** |  |
| **Gatherings (Meeting events)** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * **School has planned and risk assessed following the latest DfE/PHE guidance**
* Assemblies – whole school unless there is an outbreak of 5 cases or more in a class, in which case class will run own assembly in classroom.
* Staff meetings in a larger, well-ventilated space.
* Staffrooms are well-ventilated
* Parents meetings in well ventilated areas- choice of face to face or telephone meetings for parents on Parents Evening.
* Teaching or holding meetings in well-ventilated areas wherever possible.
* School has **outbreak management plans** in place to reintroduce temporary measures if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams.
 | **3X2=6** |  |
| **Events in school** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * School will plan and complete a separate risk assessment for any events held in school and has carefully following the latest DfE/PHE guidance
* School will consult Local Authority COVID helpline for specific advice if required on holding events
 | **3X2=6** | 4/3/22 School sleepover to have comprehensive RA written for staff and parents. |
| **Ventilation - failure to ensure all occupied spaces are well ventilated.**  | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * When school is in operation, it is well ventilated with comfortable teaching environments.
* Poorly ventilated spaces have been identified
* When holding events where visitors are on site e.g. school plays, ventilation is increased.
* Mechanical ventilation is 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.
* 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.
* All mechanical ventilation systems are maintained in accordance with the manufacturers’ recommendations.
* School opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation.
* During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced; opening higher vents, arranging seating away from draughts.
* In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable indoor items of clothing in addition to their usual uniform
* Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied.
* Outside space will be used, where practical.
* CO2 monitors are used to help identify where a space is poorly ventilated. HPS will take steps to improve ventilation if CO2 readings are consistently high.
 | **3X2=6** | List of poorly ventilated spaces to be written and measures to combat this identified  |
|  **Close contacts** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * **From 24 February,** routine contact tracing will end. Contacts will no longer be required to self-isolate or advised to take daily tests.
* HPS will no longer ask **fully vaccinated** close contacts and those under the age of 18 to test daily for 7 days
* Close contacts who are **unvaccinated** are no longer required to self-isolate.
* Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.
* Contacts are advised to take precautions to reduce risk to themselves and other people:
	+ minimise contact with the person who has COVID-19
	+ avoid contact with anyone you know who is at [higher risk of becoming severely unwell](https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts#higherrisk) if they are infected with COVID-19, especially those with a [severely weakened immune system](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)
	+ limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
	+ wear a well-fitting [face covering](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own) made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people
	+ pay close attention to the [main symptoms of COVID-19](https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts#symptoms). If you develop any of these symptoms, [order a PCR test](https://www.gov.uk/get-coronavirus-test). You are advised to stay at home and avoid contact with other people while you are waiting for your test result

Follow this advice for 10 days after the day the person you live or stayed with symptoms started (or the day their test was taken if they did not have symptoms). | **3X2=6** | JL to share RA with staff to ensure they are aware of guidelines.  |
| **Positive case unaware of new guidance** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * HPS continues to advise adults and children who test positive to stay at home and avoid contact with other people. After 5 days, they may choose to take a Lateral Flow Device (LFD) followed by another the next day - if both are negative, and they do not have a temperature, they can safely return to their normal routine.
* HPS will encourage those testing positive for COVID-19 to inform their close contacts so that they can follow new guidance.
* School advises those who test positive should avoid contact with anyone in an at-risk group:
	+ older people
	+ those who are pregnant
	+ those who are unvaccinated
	+ people of any age who have a [severely weakened immune system](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)
	+ people of any age with [certain long-term conditions](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus/)
* Positive cases who need to leave home while still infectious, should take the following steps to reduce the chance of passing on the infection to others:
	+ wear a well-fitting [face covering](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) made with multiple layers or a surgical face mask
	+ avoid close contact with anyone you know who is at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a [severely weakened immune system](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)
	+ avoid crowded places. If you need to take public transport, avoid busy times, for example by using off peak services
	+ avoid large social gatherings and events, or anywhere that is poorly ventilated, crowded, or enclosed
	+ limit close contact with other people outside your household as much as possible. Meet outside and try and stay at least 2 metres apart from them
	+ take any exercise outdoors in places where you will not have contact with other people
	+ be especially careful with your hand and respiratory hygiene
 | **3X2=6** |  |
| **Asymptomatic testing** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Staff no longer require to carry out twice weekly asymptomatic testing.
* If there's an outbreak in school, local directors of public health might advise testing for staff, and for pupils of secondary age and above, for a period of time
 | **3X2=6** |  |
| **Awaiting update of DfE Contingency framework: education and childcare settings January 2022****School fails to follow public health advice on managing confirmed cases of COVID-19.**  | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **Awaiting update of DfE Contingency framework: education and childcare settings January 2022*** HPS follows local public health advice and the headteacher contacts the LA Helpline immediately in the event of a positive test to carry out a rapid risk assessment and identify appropriate next steps.

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
* 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
 | **3X2=6** | **Update when further information from DFE received** |
| **New and expectant mothers** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG.
* There is no longer a legal requirement to wear a face covering in school. HPS follows government guidance that suggests pregnant employees continue to wear a face covering in crowded and enclosed spaces where they may come into contact with other people they do not normally meet.
* Pregnant workers are supported by school with appropriate risk mitigations in line with recommendations provided by the workplace risk assessment.
* In line with guidance pregnant employees > 26 weeks ***may*** want to consider limiting close contact with people they do not normally meet with regularly.
* HPS offers support by having individual discussions around pregnant workers concerns, pregnant workers are involved in the risk assessment process and school ensures they are satisfied that their continued working in the area does not put them or their baby at risk.
* HPS makes sure the controls identified by the full school opening risk assessment e.g., adequate ventilation, good hygiene and cleaning, mask wearing where identified, are applied strictly.
* Pregnant workers who continue to come into work should consider taking lateral flow tests regularly.
* Pregnant workers should continue working only if the risk assessment advises it is safe to do so after suitable control measures have been put in place.
* Staff who are in the **below** categories should take a more precautionary approach:
	+ partially vaccinated or unvaccinated
	+ >26 weeks pregnant and beyond, or
	+ are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation
* Pregnant staff are encouraged to get vaccinated if possible.  [COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding](https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding) contains further advice on vaccination.
* HPS will respond to all changes to guidance for pregnant employees
 | **3X2=6** |  |
| **Previously shielding staff** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * HPS is aware that staff previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.
* HPS will discuss any concerns that previously considered CEV employees may have.
* Individuals previously identified as CEV are advised to continue to follow the guidance for [people previously considered CEV](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
* Employees who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and advise school.
 | **3X2=6** |  |
| **Previously shielding pupils** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * HPS is aware that pupils previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again and should follow the same [COVID-19 guidance](https://www.gov.uk/coronavirus?utm_source=7%20December%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%25) as the rest of the population.
* Pupils who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and discuss with school.
 | **3X2=6** |  |
| **Contractors** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * HPS has made all key contractors aware of the school’s control measures and ways of working. Contractors sign a form on entry to the school to acknowledge measures in place.
* School to ask for contractor COVID 19 risk assessment prior to arrival at school.
* Contractors to be asked if they require any additional COVID 19 measures while working in school.
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| **Educational visits**  | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | A full and thorough risk assessment in relation to all educational visits is carried out to ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. **See Edsential Evolve for further assistance.** lotc@edsential.co.uk or tel 0151 541 2170 Ex 4   | **3X2=6** |  |
| **Staff and pupils returning to the UK from abroad** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).
* Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.
 | 3X2=6 |  |
| **Extracurricular activities & Out-of-school settings and wraparound provision - inadequate measures in place.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * HPS will provide all before and after-school educational activities for all pupils through Beehive Club in groups of any number.
* Beehive will follow the guidance on the HPS Covid 19 RA.
* Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate.
 | 3X2=6 |  |
| **Curriculum - Music, drama, science, ICT & DT, and sporting activities** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **Music*** School & staff are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission.
* HPS has completed **RA Music in schools COVID 19** and ensures the relevant protective measures are in place.

**Dance & Drama*** School completes risk assessments for Drama & Dance and ensures the relevant protective measures are in place.

**Sports** * There are no set restrictions on how many people can take part in sport and physical activity, indoors and outdoors.
* All forms of activities can take place without set restrictions.
* HPS will refer to national governing bodies’ (NGBs) guidance where relevant.
* Organised sport participation events such as races, rides and organised walks can take place outdoors with no capacity caps for participants or spectators.

**Science*** Follows latest guidance from CLEAPSS in addition to system of controls in school.[GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version)](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=98a5a9b2c6&e=46190762e5)

**DT*** Follows latest guidance from CLEAPSS in addition to system of controls in school.[GL344 Guidance on practical work during the COVID-19 pandemic - D&T](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=b5d6f10f3d&e=46190762e5)

**ICT*** Equipment must be wiped down after use- IPADS and computers
 | **3X2=6** |  |
| **Protective measures in early years settings (Plus Club)** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * The setting is not required to arrange children and staff in small, consistent groups.
* Children are supervised when washing their hands or using hand sanitiser.
* Disposable tissues are available and ‘catch it, bin it, kill it’ is encouraged through signage and prompting.
* Enhanced cleaning schedule is in place to include food preparation areas, dining areas and table coverings.
* Surfaces, toys, books, doors, sinks, toilets, and light switches are cleaned more regularly, using disinfectant.
* Activities that involve malleable materials for messy play, e.g. sand, mud, and water, are risk assessed. See **RA 053**

**Sand & messy play** * Frequently touched surfaces, equipment, tools, and resources for messy play are thoroughly cleaned and dried before they are used by a different group.
* All items that are laundered are washed in line with [government guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) and are not shared by pupils between washes.
* Supervised toothbrushing programmes are re-established using the dry brushing method following PHE advice.
 | **3X2=6** |  |

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|  **Risk Rating** |  **Action Required** |
| **20 - 25** | **Unacceptable** – stop activity and make immediate improvements |
| **10 - 16** | **Urgent action** – take immediate action and stop activity, if necessary, maintain existing controls vigorously  |
| **5 - 9** | **Action –** Improve within specific timescales |
| **3 - 4** | **Monitor** – but look to improve at review or if there is a significant change |
| **1 - 2** | **Acceptable** – no further action but ensure controls are maintained & reviewed |



**Likelihood: Consequence**:

(1) List hazards ***something with the potential to cause harm*** here

(2) List groups of people who are especially at risk from the significant hazards which you have identified

1. List existing controls here or note where the information may be found. Then try to quantify the level of risk ***the likelihood of harm arising*** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence*.* Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

5 – Very likely 5 – Catastrophic

4 – Likely 4 – Major

3 – Fairly likely 3 – Moderate

2 – Unlikely 2 – Minor

1 – Very unlikely 1 – Insignificant

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|  | **5. Action plan**  | **Responsible** | **Completed** |
| 1 | All staff to monitor controls in place and any concerns to be reported to JL and NB to assess and action as required. RA to be treated as a live document. JL and NB to meet monthly to discuss actions taken. | NB and JL and all staff |  |
| 2 | RA shared with LA, Unions, staff, govs, parents and wider school. | NB and JL |  |
| 3 | 4/3/22 School sleepover to have comprehensive RA written for staff and parents. | NB |  |
| 4 | JL to check risk assessments for events to ensure contingency plans are in place. | JL |  |
| 5 | Staff reminded of the purpose of ELSA and the role of PSHE in the classroom and to be reminded of OH support. | All staff |  |
| 6 | Parents and staff to be regularly informed of the current status of social distancing measures in school. JL to include coronavirus guidance in regular newsletter | JL |  |
| 7 | List of poorly ventilated spaces to be written and measures to combat this identified | NB. JL, MS |  |
| 8 | **Update Contingency Plan- when further information from DFE received** | NB |  |
|  | **Action plan agreed by (NAME & DATE)** |  |  |