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| **HESWALL PRIMARY SCHOOL RISK ASSESSMENT: COVID 19: School Opening September 2021** |
| **Location**: Heswall Primary School (HPS) | **Date assessment****Undertaken** 12.9.21 | **Assessment undertaken by**: Jon Lawrenson (HT), Michelle Spofforth (SBM) and Nicky Bolton (DHT) |
| **Activity or situation:**School Opening COVID 19 September 2021 | **Review****date:** Weekly review  | **Signatures:** |

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| **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 your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.**Please note that this risk assessment has been created in line with the current 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’*
			* ***NEW*** *DfE (2021) ‘Schools COVID-19 operational guidance’ July 2021*
			* ***UPDATED*** *DfE (2021) ‘Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak’*
			* *DfE (2021) ‘Face coverings in education’*
			* ***UPDATED*** *‘Actions for out of school settings’ July 2021*
			* *Health and Safety at Work Act etc. 1974*
			* *Management of H&S at Work Regulations 1999*
			* *Workplace (Health, Safety and Welfare) Regulations 1992*
			* *DfE Actions for schools plus associated COVID 19 Guidance*
			* *Public Health England Guidance*

*N.B. All risk assessments referred to within this document are available on website* [**www.jeannefairbrotherassociates.com**](http://www.jeannefairbrotherassociates.com) |
| **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.
* Remote education plans are in place for pupils who are self-isolating or shielding. Staff will be directed during the September INSET to use Google Classrooms to provide a broad and balanced curriculum to any child self isolating or shielding.
* HPS will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan.
* 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** | JL and NB to write contingency plan |
| **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 are well prepared by staff for the reintroduction of activities such as whole key stage playtimes and 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 in September reintroductions of 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 either in classrooms or in communal areas.
* School will support any staff members, pupils or students that wish to continue to wear a face covering.
* Face coverings will be reintroduced if there is an outbreak in school or if the Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff, and visitors, unless exempt).
* HPS outbreak management plans cover the possibility of face coverings being reintroduced
* School has a supply of face coverings available
* Clear instructions are provided on how to put on, remove, store, and dispose of face coverings.
 | **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.
 | **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** |  |
| **Social distancing - failing to manage mixing and ‘bubbles.’** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed.
* Pupils are informed they no longer need to be separated into bubbles in school.
* In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles.
* School has planned carefully following the latest DfE/PHE guidance and will follow all measures at a steady pace.
* Assemblies will be reintroduced again but will be in seperate key stages.
* Staggered starts, lunch and breaks to limit numbers will not need to take place.
* Staff do not need to work with only one group/bubble,]
* Staff meetings will continue to be held in a larger, well-ventilated space- in the main hall or a classroom.
* Meetings with parents may take place in well ventilated rooms.
* Teaching or holding meetings in well-ventilated areas wherever possible, such as outdoors or indoors with windows open.
* School has **outbreak management plan** in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. See **Heswall Primary Contingency Plan COVID 19 September 2021**
 | **3X2=6** | Parents and staff to be regularly informed of the current status of social distancing measures in school.  |
| **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.
* Teachers may use a door stop to allow rooms to be ventilated, however they must be removed when a teacher leaves the classroom.
* 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** | Regular checks on walk rounds and after fire drills to ensure door stops are not being used when rooms are vacated.  |
|  **NHS Test & Trace - School failing to manage tracing close contacts**  | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | **From 16 August 2021*** HPS has made staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service
* NHS Test and Trace will work with the positive case to identify close contacts.
* Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.
* HPS may be contacted in exceptional cases to help with identifying close contacts (as currently happens in managing other infectious diseases).
* Pupils and parents are made aware that:
	+ Pupils younger than 18 years and 6 months are not required to self-isolate if identified as a close contact of a positive case. NHS Test and Trace will advise them to take a PCR test & only isolate if the PCR test is positive.
	+ fully vaccinated adults do not have to self-isolate if identified as a close contact of a positive case unless they develop symptoms or have a positive PCR test.
	+ staff and students >18 will follow the same self-isolation rules as those under 18 until 6 months after their 18th birthday, at which point they follow the same rules as adults.
	+ Staff **who have only had one dose of the vaccine** need to self-isolate until two weeks after receiving their second dose.
	+ Staff **who have not been vaccinated** will be required to self isolate for 14 days if they are in close contact of a positive case.
* School will continue to work with the local director of Public Health & Wirral LEA in the case of a local outbreak and if the area becomes an Enhanced Support Area.
* Anyone in school who displays symptoms is encouraged to get a PCR test.
* If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school can provide with a PCR test.
* PCR tests stored on the school site are stored securely at the correct temperature.
 | **3X2=6** | JL to share RA with staff to ensure they are aware of guidelines.  |
| **Asymptomatic testing**  | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * HPS makes clearthat testing is voluntary.
* Staff are encouraged to test twice weekly at home (Wednesday and Sunday) until the testing guidance is **reviewed in September 2021.**

Link to reporting results to government: <https://www.gov.uk/report-covid19-result>Link to reporting results to school: <https://docs.google.com/forms/d/e/1FAIpQLSef0rgBI7WI03QQnb_-ZesZCk1ZsbzehVBBsq08njn5SIgViQ/viewform>* Testing kits are stored securely in school at the correct temperature.
* A test kit log is in use and data held is stored in line with the school’s **Data Protection Policy**.

**Confirmatory PCR tests*** Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection).
* They will also need to [get a free PCR test to check if they have COVID-19](https://www.gov.uk/get-coronavirus-test) & self-isolate until they get the result.
* 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 individual can return to school if they do not have COVID-19 symptoms.
 | **3X2=6** | JL to communicate asymptomatic testing procedures to staff |
|  **Asymptomatic testing**  | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19.** | * Primary age pupils (Y6 and below) will not be expected to test over the summer period.

. | **3X2=6** |  |
| **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** | * Parents are informed via newsletter of how the school responds to confirmed cases of coronavirus
* School follows local public health advice and the headteacher contacts the DFE Helpline/Wirral immediately in the event of a positive test to carry out a rapid risk assessment and identify appropriate next steps.
* If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE’s dedicated coronavirus advice service (or local HPT if the case is escalated).
 | **3X2=6** | JL to include coronavirus guidance in regular newsletter |
| **Contact with potential or confirmed coronavirus cases in school** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * If anyone in the school develops coronavirus symptoms while at school, this is managed in line with local and national guidance. They are:
	+ sent home to isolate for 10 days (includes the day symptoms started).
	+ advised to follow the guidance for [households with possible or confirmed coronavirus infection.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
	+ advised to arrange a PCR test as soon as possible.
* If a pupil is awaiting collection, they will be left in the isolation room on their own if possible and, if safe to do so. Children waiting must use the medical room toilet.
* The isolation room **MUST be kept clear** – minimal equipment must be stored in the room, to make it easy to keep clean.
* Appropriate PPE will used if close contact is necessary.
* Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household.
* Any rooms used are cleaned thoroughly after they have left.
* Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser.
* Staff members or pupils who have been in close contact with someone with symptoms **do not need** to self-isolate unless they develop symptoms.
* School **can take the decision** if a parent or carer insists on a pupil attending, to refuse the pupil, if in its reasonable judgement the pupil poses a risk of infection to the school community.
 | **3X2=6** |  |
|  **Pregnant staff inadequate measures in place** | **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. See **RA 026 New & Expectant member of staff.**
* Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.
* Staff who are 28 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, are supported to take a more precautionary approach.
* The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.
* The above principles on protecting pregnant staff also apply to pregnant pupils.
* Pregnant staff are encouraged to get vaccinated if possible.
 | **3X2=6** | MS to check RA for pregnant staff. |
| **CEV staff inadequate measures in place.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * **Clinically extremely vulnerable (CEV)** staff are no longer advised to shield but are encouraged to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.
* CEV currently encouraged & supported to attend work if they cannot work from home.
* Staff who live with those who are CEV attend the workplace but should ensure they follow the system of controls in place.
 | **3X2=6** |  |
| **CEV pupil’s school has inadequate measures in place.** | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * All CEV pupils and students attend unless they are one of the very small number of pupils under paediatric or other specialist care and their GP or clinician has advised them not to attend.
* Pupils and students who live with someone who is CEV continue to attend school as normal.
* The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close.
 | **3X2=6** |  |
| **Educational visits**  | **Staff, pupils, visitors, contractors increased risk of transmission of COVID 19** | * Educational visits will be conducted in line with the government’s roadmap. This includes system of controls and the COVID-19 secure measures in place at the destination.
* A thorough risk benefit assessment is made via Evolve for all educational visits to ensure they can be undertaken safely including adventurous activities, local visits, day trips & sports fixtures.
* Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided:
	+ - Child ratios are maintained.
		- A risk assessment is conducted in advance.
		- Good hygiene is maintained throughout.
		- Thorough handwashing happens before and after the trip.
		- The trip is carried out in line with relevant local or national coronavirus guidance.
		- Appropriate insurance arrangements are in place.
		- The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider.
		- The school follows the guidelines relevant to trips to indoor spaces.

Once inside:* + - Staff are to remain with the pupils in the group.
		- Pupils and staff should wash hands thoroughly on arrival and before leaving.
 | **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** | Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.**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** * The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport’s (DCMS) team sport [guidance](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events).
* Sports equipment is thoroughly cleaned between each use. Staff to keep a singed log to show equipment has been cleaned between use.
* School swimming and water safety lessons are conducted in line with Swim England’s [guidance](https://www.swimming.org/swimengland/pool-return-guidance-documents/).
* Outdoor sports are prioritised where possible.
* Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible.
* Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene.
* Staff are made aware that social distancing in sports is not required unless directed.
* External facilities are used in line with government guidance, including travel to and from those facilities.
* School works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school’s wider protective measures.
* Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance.

**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** | SS to complete an RA using guidance from Jean Fairbrother for music and share with staff via email.DB and TC to monitor guidance from DCMS and ensure staff are aware of any changes.NB to share headlines of CLEAPPS guidance for Science and DT during INSET.DB to create a log to show PE equipment has been cleaned between use . DB will direct staff to where it is kept and will monitor it’s use- alerting NB /JL to any issues.LR to create a log to show ICT equipment has been cleaned between use . LR will direct staff to where it is kept and will monitor it’s use- alerting NB /JL to any issues. |
| **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.
* If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care.
 | **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 | Staff encouraged to LF on Sunday and Wednesdays during September 2021. JL to communicate asymptomatic testing procedures to staff | JL and all staff |  |
| 4 | Risk assessment to be checked for pregnant staff | MS |  |
| 5 | JL to check risk assessments for events to ensure contingency plans are in place. | JL |  |
| 7 | 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 |  |
| 8 | SS to complete an RA using guidance from Jean Fairbrother for music and share with staff via email.DB and TC to monitor guidance from DCMS and ensure staff are aware of any changes. | SSDB and TC |  |
| 9 | Survey to be sent to parents and staff to ascertain response to current procedures in place. | JL and NB |  |
| 10 | DB to create a log to show PE equipment has been cleaned between use . DB will direct staff to where it is kept and will monitor it’s use- alerting NB /JL to any issues. | DB/JL/NB |  |
| 11 | LR to create a log to show ICT equipment has been cleaned between use . LR will direct staff to where it is kept and will monitor it’s use- alerting NB /JL to any issues. | LR/JL/NB |  |
|  | **Action plan agreed by (NAME & DATE)** |  |  |