

Coronavirus (COVID-19): risk assessment for children, staff and visitors

Earls Barton Primary School

Assessment conducted by: Marie Lally	Job title: Head Teacher	Covered by this assessment: pupils, staff, visitors, governors and other relevant individuals.
<u>Update</u> of assessment: 29 th November 2021	Review interval: in line with government updates throughout September	Date of next review: 6.12.2021

To be read and referenced with specific reference to EBPS trips/events/subject activity and current DfE guidance:

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

DfE update 17/8/21: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Related documents				
Health and Safety Policy, First Aid Policy, Emergency Plan, COSHH Policy, Administering Medication Policy, Data Protection Policy, Relationships and Behaviour Policy, Staff Code of Conduct, EBPS Reopening Action Plans, EBPS School September Plan, Northamptonshire Schools Covid-19 Notification Process for confirmed cases, NHS Test and Trace guidance for businesses and employers.				
Risk rating		Likelihood of occurrence at EBPS		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	M	L

This Risk Assessment must be read in conjunction with the 'EBPS School Reopening Plan' and the following documents issued by the DfE:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omicron - 29 Nov.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omicron_-_29_Nov.pdf) (updated 29/11/21)

<https://educationhub.blog.gov.uk/2021/08/24/back-to-school-what-you-need-to-know/> (Updated 24/8/21)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-pandemic> (updated 17/8/21)

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Omicron variant 29.11.21	L	<ul style="list-style-type: none"> • Staff once again advised to wear face masks in corridors and communal areas – staff notified via email of this • Hands should be washed thoroughly before and after handling face coverings • Hand hygiene measures to continue with all children washing their hands / using anti-bacterial hand gel each time they enter / leave their classroom • Face masks to be kept in plastic bag and washed daily • Disposable face masks to be placed into a lidded bin • All staff (regardless of vaccination status) and children to isolate if they come into contact with someone who tests positive for the Omicron variant • Ventilation to remain in-place even in cold weather with classroom doors and windows open (not fire doors) • Co2 and thermometers located in classrooms and communal areas with temperature and carbon dioxide logs noted at least twice daily. Where Co2 levels exceed 1500ppm – additional ventilation to be achieved and then reading monitored more frequently • Contingency measures will be in-place if any class / group has 10% of confirmed cases (via PCR tests) • Increase cleaning hours in school: thorough clean of every classroom at the end of each day plus additional cleaning 11:30am – 1:30pm of high contact points (door handles, light switches, toilet flushes, taps, sinks, etc. across the whole school) 	Y	ML	30.11.21	L

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Visitors in school 29.11.21		<ul style="list-style-type: none"> Wear masks at all times – sign up in the office to remind visitors Clean the Inventory sign-in machine between every visitor Sign up requesting that visitors have had a negative LFD test within 48 hours OR have had Covid within the previous 7 weeks (and could therefore receive a false positive and so not required to complete LFD tests) Any member of staff inviting a visitor into school should inform them our policy is for all visitors to have had a negative LFD test within 48 hours of their visit to EBPS. Staff member leading the visit responsible for notifying visitor at least 48 hours prior to their arrival (e.g. Ed. Psych, JoGo, science lady, Randeep, reading volunteers, sports club staff, etc.) 	Y	ML, RA	30/11/21	L
Reception nativity plays 29/11/21		<p>THIS IS SUBJECT TO CHANGE DEPENDING ON THE ON-GOING SITUATION AND HOW IT DEVELOPS. IF DfE / GOVERNMENT GUIDANCE CHANGES, WE WILL ALWAYS FOLLOW IT AND MAY HAVE TO RESTRICT THE NATIVITY TO AN IN-SCHOOL EVENT ONLY WHICH IS FILMED FOR PARENTS.</p> <ul style="list-style-type: none"> Restrict nativity shows to parents from 1 class at each show to avoid cross-contamination Screens to be placed on tables in front of the audience to minimise spread of airborne particles Audience capped at 44 people maximum (2 per child) Audience wear face masks at all times Audience to show proof of negative LFD test (via email or text) shown on their phone. ML, BS, JS, NC to check Eventbrite and proof of LFD on phones whilst parents are waiting Hand gel for everyone Chairs slightly angled with barriers between chairs and aisles Windows open Door to playground open between performance 	Y	ML, NC, CS	30/11/2021	L

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		<ul style="list-style-type: none"> • Clean and spray chairs between the two back-to-back performances • Hall set-up Monday after school and stay in position with cleaning between each show • Co2 monitor to be in position and hall ventilated as much as possible before, during and after the shows with all windows kept open • Film option available with secure link on SeeSaw for parents unable to attend (permissions must be given beforehand) • Audience told not to bring items, e.g. cups of coffee! 				
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of and signposted to all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy • All staff have regard and are signposted to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • Relevant staff receive any necessary information/training/guidance that helps minimise the spread of infection, e.g. infection control information/training/guidance. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE (e.g. regular/daily relevant updates are forwarded to all staff by the Head Teacher) and the Local Authority 	Y	ML	January 2021 – completed August 2021: on-going	M

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		<ul style="list-style-type: none"> - NHS - Department of Health and Social Care - PHE • Staff inform the headteacher of their vaccination status in-mind of the updated guidance that double-vaccinated adults no longer need to self-isolate in the event of close contact with a person who tests positive for COVID-19 • Staff are made aware of the school's infection control procedures (as per current DfE/PHE guidance) including this risk assessment in relation to coronavirus via EBPS web site and/or email. • Parents are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus by their class teacher and are informed that they must tell a member of staff if they begin to feel unwell. • That staff and pupil confidentiality are maintained at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. • Individual risk assessments for high profile or SEND children are in place and shared with key staff • Individual risk assessments for staff deemed to be clinically extremely vulnerable or clinically vulnerable (CEV and CV) are in place. • Clinically extremely vulnerable staff and children to follow current guidance about working from home. • CEV children and their parents are to follow the guidance given by their medical practitioner at all times. • Staff are deployed carefully to minimise risk of spread of Covid – 19 and the Head Teacher balances this with the expectation that a 'full educational offer' is provided. 				

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		<ul style="list-style-type: none"> The Head Teacher will monitor the DfE Contingency Framework regularly and will follow the guidance therein: https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings 				
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. Pupils and staff wash their hands with soap/sanitiser regularly throughout the day including before entry to classrooms in the morning and after break times and lunchtimes for no less than 20 seconds. Additional alcohol-based sanitiser (that contains no less than 70% alcohol) or soap and water is provided for use where social distancing cannot be adhered to. Tissues are provided in each classroom. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Sufficient amounts of soap/sanitiser (or hand sanitiser where applicable), clean water, paper towels and pedal action waste disposal bins are supplied in all toilets and kitchen areas and are emptied regularly throughout the day. Any cleaning products kept in classrooms are stored out of the reach of pupils. Bar soap/sanitiser is not used, in line with the PHE guidance – liquid soap/sanitiser dispensers are installed and used instead. Stocks are maintained. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils and staff do not share cutlery, cups, or food. 	Y	ML/SLT/SBM/ Site Manager	January 2021 – completed Updated reminders & checks September 2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Cleaners are employed by the school to carry out additional regular, thorough cleaning throughout the day that follows national guidance and is compliant with the PHE/DfE guidance and COSHH Policy and the Health and Safety Policy. Particular attention will be given by cleaning staff to main contact points (desks, chairs, doors, taps, toilet flushes, hand rails, etc.) and cleaning by classroom staff of equipment used by the pupils using suitable disinfectant and anti-bacteria products The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols from PHE are followed. Lidded bins in all classrooms and in other key locations around the site for the disposal of tissues and any other waste, their disposal via double bagging. Doors to be wedged open to maintain ventilation and minimise point of contact contamination on door handles. But doors to be closed when the classrooms are empty (break/lunch) and in the event of an alarm being raised. NOTE: Fire doors should not be wedged open at any time The HT will ensure ventilating rooms through opening windows as per DfE's current operational guidance and the 'System of controls'. 				
Ill health	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of sense of smell and/or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Staff displaying symptoms should not be on site and should have a PCR test urgently. The results to be shared with the Head Teacher immediately. 	Y	ML/SLT/ First Aid Staff	January 2021 - completed	M

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		<ul style="list-style-type: none"> The latest guidance for those adults who are <i>“most likely to get very poorly from Coronavirus”</i> shows the extra protective measures they could take to protect themselves (August 2018) here but states they should return to their workplace with additional precautions. (The “shielding list” was paused in April 2021) Staff who are at ‘high risk’ (clinically extremely vulnerable) and those with underlying medical conditions deemed to be moderate risk (clinically vulnerable) are to follow the guidance from their GP and other medical practitioners. This includes pregnant staff with heart conditions. All CEV and CV staff have own tailored Risk Assessments. https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/ 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 For children who are clinically extremely vulnerable, the August 2021 DfE guidance states: <i>“It is important that children attend school for their education, wellbeing, mental health and long-term development. Clinically extremely vulnerable pupils and students should have returned to their school or other educational setting.”</i> Any pupil who displays signs of being unwell is immediately referred to SLT and then First Aid staff who will contact parents immediately. First Aid staff will ensure that any unwell pupils are moved to ‘The Zone’ whilst they wait for their parent to collect them. 				

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		<ul style="list-style-type: none"> PPE is available and is to be worn by staff dealing with children or adults displaying symptoms of Covid – 19. Pupils displaying symptoms of coronavirus <i>do not</i> come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. Parents are frequently asked to ensure that parent contact details held by the school are up to date (mobile and land line numbers) Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. If unwell pupils are waiting to go home, they are instructed to use toilets near the school office to minimise the spread of infection. Toilets areas are then cleaned with suitable products. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the EBPS Administering Medications Policy. 				
Spread of infection	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the national guidance, using PPE at all times. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue 	Y	ML/SLT	January 2021- Completed	M

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Spread of infection		<p>in waste disposal units. Pupils encouraged to 'Catch it, bin it, kill it' https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</p> <ul style="list-style-type: none"> • Pupils clean their hands after they have coughed or sneezed. • Parents are informed via letter not to bring their children to school or on the school premises if they or anyone in the household show signs of being unwell and believe they have been exposed to coronavirus. • Children who have displayed symptoms of coronavirus or have tested positive must self-isolate for at least 10 days before returning to school (either 10 days from the positive test being returned OR 10 days from the onset of symptoms, if later – this means a potential isolation period of longer than 10 days. • The school will code these absences as follows: <ul style="list-style-type: none"> - X code (not attending in circumstances related to coronavirus - if isolating pending a test-result / quarantine) - I code (illness – when not attending due to a confirmed case of COVID-19) <p>EBPS will provide remote work /learning for children who are self-isolating equivalent to the length of the core teaching pupils would receive in school (inline with the government's "Temporary Continuity (No.2) Direction for the provision of Remote Education" 26/8/21) details here and on the school's contingency plan.</p> <ul style="list-style-type: none"> • (See the EBPS September 2021 School Reopening Plan for further detail) • Current Social Distancing Measures safety measures apply to all rooms across the site where this is possible to implement e.g. staff rooms. This also includes additional and regular cleaning, maintaining good ventilation, not sharing crockery/cutlery/food and limiting numbers. 				

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Spread of infection		<ul style="list-style-type: none"> Amendments or addendum to the schools Relationship and Behaviour policy have been submitted to governors and to all staff The head teacher will maintain suitable staffing levels and where this is not possible will inform the Chair of Governors and staff of next steps. Dfe guidance 17/8/21 states: <ol style="list-style-type: none"> <i>“Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.”</i> <i>“ As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You (schools) may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.”</i> <i>“Individuals are <u>not</u> 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, and any of the following apply:</i> <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months 				

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Spread of infection		<ul style="list-style-type: none"> they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons <p><i>“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.”</i></p> <p><i>“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. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</i></p> <ul style="list-style-type: none"> The school will follow the principle of the DfE’s updated guidance 17/8/21: <i>“Our priority is for you (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, mental and physical health.”</i> In the event of a pupil or member of staff having a confirmed and reported positive test for Corona Virus the Head Teacher will follow DfE guidance including referring to and following the advice from the DfE Helpline (0800 046 8687). The Head Teacher will also notify the NHS: nccg-covid.intelligence@nhs.net All staff to carry out Lateral Flow tests twice weekly (Sunday and Wednesday evening) at home and the results shared with school – until the end of September 2021 when this will be reviewed). This information is recorded in accordance with DfE and LA guidance. A separate EBPS LFD Risk Assessment has been completed by the Head Teacher. 				

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Spread of infection		<p>‘LFD Tests - Staff Info Booklet’ has been shared with all staff. Positive test results must be shared with the Head Teacher immediately.</p> <p>Staff and pupils with a positive lateral flow test (LFD) should self-isolate in line with the latest guidance (here: 13/8/21) and will also need to take a PCR test to check/ confirm if they do have COVID-19. 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</p>				
Poor management of infectious diseases	M	<ul style="list-style-type: none"> Staff are alert and vigilant and report concerns about a pupil’s symptoms to HT/DHT/SLT and First Aid trained member of staff. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus with HT/DHT. 	Y	ML/SLT/SBM/ All Staff	January 2021 - completed	M
Lack of communication	M	<ul style="list-style-type: none"> All staff report immediately to the HT/DHT about any cases of suspected coronavirus, even if they are unsure. The Head Teacher contacts the DfE (0800 046 8687) immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken with relevant staff. The Head will keep the Chair of Governors briefed regularly. The school will put into place any actions or precautions advised by PHE and will contact PHE for specific recommendations for their school. The school will keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Y	ML/SLT/ Admin and First Aid Staff	January 2021 - completed	L

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		<ul style="list-style-type: none"> All visitors to the site including contractors are fully briefed of this Risk Assessment and are expected to adhere to this Risk Assessment. The school office will use 'Inventry' to record all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace. 				
Partial school closure	H	<ul style="list-style-type: none"> The school communicates with parents via letter/Parent Mail/text regarding any updates to school procedures which are affected by the coronavirus pandemic. As of September 2021, individuals will not be required to isolate if they are under 18 years and 6 months old and a close contact of a person who has tested positive for COVID-19. This should negate the need to close "bubbles" in a school setting, unless there is a need to "Step up" the safety measures due to a local outbreak (see the contingency plan). Pupils working from home are assigned work to complete to a timeframe set by the school where this is possible as per the school's 'Contingency Plan'. The Head Teacher oversees the plan for pupils' continued remote education to ensure there is minimal disruption to pupils' learning – this includes monitoring pupils' learning while not in school as far as this is possible as per the extended Coronavirus Provision of Remote Education legislation (26/8/21) The recently revised Relationships and Behaviour Policy and the Staff Code of Conduct are adhered to at all times, even while working remotely. The Head Teacher ensures all pupils have access to school work as per DfE guidance prior to a full/partial school closure following a 	Y	ML/SLT All staff	January 2021 – completed September 2021 updated	L

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		<p>further spike or outbreak of coronavirus. See the EBPS Contingency Plan.</p> <ul style="list-style-type: none"> The Head Teacher works with the IT technicians from Easi PC to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required and where possible. The Head Teacher liaises with the Digital Learning Lead and relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. The school manages the use of parents' and pupils' contact details in line with the GDPR and the EBPS Data Protection Policy, e.g. collecting emails to send school work to pupils. The school implements staggered break and lunch times for logistical / timetable purposes. 				
Vacant and partly vacant premises	M	<ul style="list-style-type: none"> Access to the school is restricted – security is maintained as normal The Head Teacher/Deputy HT and site manager remain on-call in case of an emergency or if access to the school is required. External signage is visible to show that access to the site and building is restricted. Valuable school property and equipment is identified and reasonable measures are in place to ensure security. The site manager and relevant governor for Health and Safety ensures the school premises are safe. Any hazards are reported to the Head Teacher as soon as possible and issues are resolved prior to school returning to usual business. The Head Teacher ensures the school remains open for as long as it is safe and advisable to do so, in line with local (LA) and national (DfE) advice. 	Y	ML/SLT/SBM/ Site Manager	January 2021 - completed	L

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Emergencies	M	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. In the event of an emergency (fire alarm, lock down raised) staff to follow existing procedures and practices. Staff and children to know nearest exits rehearsed this with the children. The priority will be for staff and children to vacate the school quickly and safely as per normal. All staff and children to be made aware of this. Where possible staff to avoid converging and congregating and to what they reasonably can to maintain current social distancing measures. (Whole school evacuation practice completed 8/6/2021). 	Y	ML/SLT/ Admin staff	January 2021 - completed	L
Academic year 2020-2021 changes	H	<ul style="list-style-type: none"> Routine and scheduled Health and Safety inspections of the site to take place involving the relevant Governor, SBM, site manager and issues raised and rectified promptly All staff and children are free from infection before returning to school Parents are very clear that children with symptoms and / or a positive LF test and / or PCR test should self-isolate immediately for the following 10 full days following a positive test OR 10 days from the onset of symptoms (whichever is later) The school environment has been deep-cleaned over the summer, including full carpet cleans cleaned and the recommended measures made by the DfE have been fully implemented Bubbles are no longer required, the school will open and close at the same time for all pupils (although break-times and lunchtimes will still be staggered) 	Y	ML/SLT/SBM/ Site Manager	March 2021 – completed September 2021 updates communicated	M

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		<ul style="list-style-type: none"> Assemblies will be for maximum two year groups and will be spread out and remain in class bubbles. Classes not physically present in the hall will join online assemblies. Alternate weeks. Face-masks are not routinely required Close contacts of a positive case will not routinely have to self-isolate Continued additional cleaning measures, especially of high contact points, will continue Good hygiene will continue to be reinforced and supported Spaces will be well-ventilated with carbon dioxide monitors in-use as soon as provided by the DFE Parents fully informed of EBPS measures in place on 1.9.2021 A separate EBPS Reopening September 2020 and March 2021 Plan was shared with governors and all staff. 				
UPDATED 16/10/2021	M	<p>Contingency threshold reached by one class due to third confirmed positive case (i.e. 10% of the class)</p> <p>Additional measures taken as per our contingency plans</p> <p>Actions taken:</p> <ul style="list-style-type: none"> ✓ This class effectively form a “bubble” for the remaining days where the 10% threshold is met (initially Monday 18th – Wednesday 20th October -then review) ✓ Video link assemblies for this class ✓ This class to use their classroom door to get in and out of the classroom to avoid crowding cloakrooms and corridors ✓ This class to eat their lunch in the classroom not the dining hall ✓ Separate member of staff to supervise this class for lunchtime ✓ Recommended that staff in this class wear face masks during any close contact with children ✓ Children in this class to be limited to one toilet area only ✓ Increased cleaning in this classroom after lunch ✓ All door handles, light switches, high contact points etc. to be cleaned regularly during the day ✓ This class will not visit the library nor have indoor PE 	Yes	ML, RA Cleaning team	Mon 18/10/2021	L

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		<ul style="list-style-type: none"> ✓ Children in this class cannot join any school clubs / mix with other children indoors ✓ The teacher for this class will not run any school clubs or carry out break-duties, etc. to reduce risk to other children ✓ Parents of children in this class advised to complete regular lateral flow tests and PCR tests if positive ✓ Parents of the entire school community notified of this measure and asked to be extra vigilant and support the school's measures for safety ✓ Adults who work in this classroom to remain socially distant from colleagues and sit near open windows / doors during their own breaktimes ✓ Parents' evenings for the affected class to be virtual only (no face-to-face appointments) ✓ No visitors to school to enter this classroom or the corridor immediately outside of this classroom ✓ Visitors to school to be advised of the "bubble" and requested to wear face masks in communal areas 				
Visitors to school /wc 18.10.2021	M	<ul style="list-style-type: none"> ✓ Prospective parent events for booked parents in small numbers can continue in the school hall ✓ Doors and windows to remain open at all times ✓ Visitors to enter via the hall door and be signed in there ✓ Adult visitors to wear face masks ✓ Visitors to tour the school corridors only and not enter any classrooms ✓ Visitors to remain socially distanced ✓ Visitors to visit one classroom per year group and tour the school in single family groups with 2 tour guides ✓ Tours to last maximum of 15 minutes ✓ Visitors with any questions to ask these to the Headteacher / Deputy headteacher outdoors / in well ventilated spaces 	Y	ML, NC	Mon 18/10/2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Parents' evenings in school		<ul style="list-style-type: none"> ✓ Hold one evening of face-to-face appointments ✓ No face-to-face appointments for any class where contingency measures are in place – virtual only ✓ Parents requested to wear face masks ✓ Hand sanitiser available at both entrances ✓ Staff to work in well-ventilated rooms and keep their windows / doors open ✓ Staff to remain distanced from parents ✓ Parents told if they are isolating due to positive test / track and trace they must not come to school but switch to a virtual appointment instead. 	Y	ML / office staff	8.10.21	L

Risk assessment checked by:

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Health, Safety and Wellbeing Adviser

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