

NPAT Risk Assessment Covid-19 January 2021



School Name:	Person Completing Assessment:	Date Assessment Completed:
Headlands Primary School	Darren Smith	12/01/21

Northampton Primary Academy Trust values the health and safety and well-being of its pupils, staff, volunteers, and their families and is committed to ensuring that they are all kept as safe as possible during the Covid-19 pandemic.

This risk assessment has been updated in preparation for the second national lockdown of the Covid-19 Global Pandemic. The purpose of this risk assessment is to mitigate the risk associated with schools opening to children of critical workers and vulnerable children in January 2021 and members of the Risk Group becoming infected with Covid-19 by attending school. It has been updated to reflect the challenges of the new, highly contagious strain of the virus. It has been developed based on current government guidance (January 2021), which is identified throughout the document for further reference.

This risk assessment has been developed on best available scientific and government guidance along with industry best practice, information and should be read in conjunction with the following guidance documents, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

This Risk Assessment was written in line with the following guidance:

1. Full Opening of Schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
2. Staying Alert and Safe: Social Distancing <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>
3. Stay at Home Guidance for Households with Possible 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>
4. Covid-19: Cleaning in Non-Health Care Settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
5. Covid-19: Safer Travel Guidance for Passengers <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
6. Protective Measures <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>
7. CLEAPSS <http://science.cleapss.org.uk/resources/resource-search.aspx?search=COVID-19>

Please personalise this risk assessment for your school paying particular attention to do the following:

- Add any Risk Mitigation Measures and Actions Required for your school
- Identify who the Action Owner is if not the role identified
- Action owner can delegate actions to other staff but Action Owner maintains responsibility for it
- Blue areas are new updates for January 2021 in light of new variant and or new actions.

Risk Groups
<ul style="list-style-type: none">• Pupils• Staff• Parents• Governors• Visitors including Contractors

If you have any queries regarding this assessment, please contact the NPAT Central Team.

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Mitigation Area	Risk Mitigation	Action Required to Manage the Risk Mitigation	Action Owner(s)	Date Completed
A	Follow government Covid-19 guidance	<ol style="list-style-type: none"> Ensure all staff read government guidance: Staying alert and safe (social distancing) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people Add new guidance here... Ensure all staff read Covid-19 January Risk Assessment Ensure all staff read NPAT Staff September Induction guidance Ensure all staff have read the January Safeguarding and Behaviour policy addendums All staff to read Remote Learning and Child Protection Policy addendums Remote education expectations: schools are expected to publish information for staff, pupils, parents and carers about their remote education provision on their website by 25th January 2021 Guidance for full opening: schools - GOV.UK (www.gov.uk) All staff to sign to say they have read the above documents. 	<p>All Staff</p> <p>All Staff All Staff All Staff</p> <p>Admin</p>	12/01/21 (staff to sign by 18/01)
B	Use of classrooms, teaching space and outdoor facilities to minimise transmission and are staffed appropriately to meet requirements of effective safeguarding, teaching and learning and health and safety	<ol style="list-style-type: none"> In the event of Tier 5, only Critical Worker children and vulnerable children can attend school during the national lockdown with all other pupils reverting to online distance learning. Schools to identify the size of bubbles in school based on either class, year or phase based on the size of school and split site arrangements to ensure that this supports limited contact between pupils and adults. (Bubbles not to exceed 14 children). Adults should adhere to 2m Social Distancing requirements at all times from other adults. During Tier 5, in response to the new CV-19 S-Variant, which is now substantially more transmissible, we strongly recommend that all NPAT staff and visitors, unless exempt for the reasons explained in the 'Staff, who may be exempt' section, will be expected to wear face coverings in all communal school areas. This will include - corridors, staffrooms, shared staff workrooms, staff toilets and whilst undertaking duties at break/lunch times in enclosed spaces such as dining halls. However, even with face coverings in use, appropriate social distancing, hygiene measures and hand sanitisation should still fully apply. Adults should remain Socially Distanced from children as much as possible although there may be situations where this will be more challenging with younger children 	<p>SLT</p> <p>All Staff All Staff</p> <p>SLT</p> <p>SLT/Reception Staff</p> <p>All Staff</p>	12/01/21

		<ol style="list-style-type: none"> 6. Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome all pupils in school. Line managers should discuss and agree to any changes to staff roles with individuals. 7. Ensure that all visitors connected with volunteering, supply, PPA cover and peripatetic lessons comply with the school's arrangements for managing and minimising the risk of the spread of Covid-19 8. Pupils from different bubbles should not mix within the same space for large gatherings such as assemblies 9. Deploy staff where appropriate to ensure that the minimum number of staff are available to each bubble to maintain adequate ratios and maintain safeguarding 10. Every bubble to be allocated with their own dedicated space and if possible separate toilet and hygiene facilities 11. Organise existing and additional staffroom facilities, including allocated toilets where possible and ensuring chairs are spaced to promote social distancing. 12. Outdoor play areas to be zoned for each bubble for teaching, play and emergency evacuation 13. Outdoor and indoor fixed play equipment and curriculum resources shared between bubbles should be cleaned frequently and thoroughly and always in between use by different bubbles 14. Children to always stay in their bubbles 15. External classroom doors to be used where possible by bubbles for entering/exiting the building. 16. Circulation system or divider system in corridors for pupils and adults moving around school designed to minimise contact between bubbles/staff and reduce pinch points within the physical space 17. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid door handle contamination. Fire doors to be closed when the fire alarm sounds and when pupils leave site. 18. Ensure classrooms are reorganised to meet government guidance with all desks facing the front of the classroom 19. Classroom resources can be shared within the bubble and must be cleaned on a regular basis 	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>Site Supervisor</p> <p>All Staff</p> <p>Teachers Teachers</p> <p>SLT</p> <p>Site Supervisor All Staff</p> <p>Teachers</p> <p>TAs</p> <p>SLT/Teachers</p>	
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		<ol style="list-style-type: none"> 20. Pupils and staff should bring their own personal equipment to school for use on a daily basis in a bag including: Pencil case, hats, coat, books, stationary and named refillable drinks bottle 21. IT equipment for the purpose of teaching only to be used by lead teacher/staff member in the classroom. 22. Light switches, windows and blinds only to be operated by lead teacher/staff member in the classroom/teaching area 23. Admin staff to work at their own desks, spaced 2m apart from other adults' desks, to avoid shared equipment and be responsible for the regular cleaning of IT and phone equipment. 24. Sharing desks should be kept to a minimum, where this is not possible, staff who share desks must have a cleaning regime in place to sanitise desks between users. 25. Schools in tier 4: PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Schools must follow DfE guidance for all PE and sporting activities. Section 3: Guidance for full opening of schools 26. During tier 5 restrictions, tier 4 guidance must be followed. However, there should be no additional before or after school sports provision from outside providers. 	<p>Teachers</p> <p>Teachers</p> <p>Admin Staff</p> <p>All Staff</p>	
<p>C</p>	<p>Staggered timings for the start and end of the school day, break and mealtimes to prevent congregation of people</p>	<ol style="list-style-type: none"> 1. Staff to arrive by designated time prior to pupil arrival subject to contracted hours. 2. Staff working from home are expected to work their contracted working hours. 3. Staff should avoid non-work related social media activity during working hours. (see NPAT Acceptable Use Policy) 4. Start and end of day drop off and collection to be staggered to allow bubbles to safely enter the building. 5. Parents informed of system to be in place to cover late arrivals and children not collected on time 6. Use as many external doors as possible to minimise contact between different bubbles 7. Only one parent or carer to drop off/collect child/children 8. Only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person 9. Ensure social distancing is in place for collection and drop off 	<p>All Staff</p> <p>SLT</p> <p>SLT</p> <p>All Staff</p> <p>SLT</p> <p>SLT</p> <p>SLT/Teachers</p> <p>Teachers</p>	<p>12/01/21</p>

		<ol style="list-style-type: none"> 10. Parents do not enter the building and must drop off and leave as quickly as possible at the start and end of the day once children are collected. 11. Teachers to walk their designated bubble into the building either directly into their classroom or via their designated route in a controlled manner 12. Issue guidance to parents/staff about minimising use of public transport 13. Pupils using dedicated school transport should adopt measures that are appropriate to their different circumstances within the dedicated school transport service provided by the local authority. 14. Parents and children asked not to congregate in groups outside school and arrive at their specific drop off/pick up time 15. Parents/carers who have to collect multiple children will be advised of collection arrangements and what arrangements are in place for waiting if required. 16. All visitors (above the age of 12) on-site at any NPAT buildings, including parents, are requested to wear face coverings, whilst on school property and when travelling to school in busy areas. (See Section H for wearing face masks) 17. Parents/carers to use email or telephone to contact the school's office rather than in person where possible 18. Visitors to the school to be kept to a minimum. If visitors have to attend, then visitor health and safety guidance must be strictly adhered to (including deliveries and suppliers) 19. Meal and break times to be staggered by bubbles and where possible it is advised that pupils eat within their classroom to reduce the amount of travel around school. 20. All tables are to be wiped down before and after eating. 21. Limit on number of children using the toilets and wash facilities at any one time 22. Daily routine procedures shared with staff and parents prior to child/children returning to school 23. All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water or sanitiser on arrival at school/before entering classrooms 24. Pupils should eat in bubbles using staggered times and maximising areas available to allow for both packed meals and hot meals to be consumed on site. 25. Pupils should remain in the area they are eating in until everyone within their bubble has finished eating and are able to leave. 26. Pupils learning remotely and that are eligible for free school meals should receive care package provision. 	<p>Teachers</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>TAs</p> <p>SLT/Teachers</p> <p>All Staff</p> <p>All Staff</p>	
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D	Staffing and pupil numbers are appropriate to ensure bubble sizes adhere to government guidance	1. Staff and pupil survey to be undertaken to determine individuals that are clinically extremely vulnerable , who have been asked to shield. An updated individual risk assessment must be put in place and be signed by the Head Teacher and the member of staff. The decision to continue to work at home or in school can be reviewed by either the Head Teacher or member of staff at any point.	SLT	12/01/21
		2. In local restriction tier 4 areas and tier 5, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.	SLT	
		3. Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees . During tier 4/5 restrictions, pregnant women of any gestational period should inform their Head Teacher and have an individual risk assessment in place, which is signed by the Head Teacher and the member of staff. The decision to continue to work at home or in school can be reviewed by either the Head Teacher or member of staff at any point. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people vulnerable people working in other industries . Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.	CEO	
		4. Staff who fall into the categories of BAME, pregnancy and diabetes will need to be risk assessed by the Headteacher prior to returning to work.	SLT	
		5. Remind staff and parents of Self Isolation guidance and Covid-19 testing procedures regularly.	SLT	
		6. Follow NPAT Absence Management policy for non-Covid-19 absence.	SLT	
		7. Plans are in place to ensure that each bubble is staffed adequately.	SLT	
		8. Contingency plan developed to cover staff absence/sickness	SLT	
		9. Schools should have contingency plans in place for the event of staffing levels dropping below the number required to safely keep a bubble open.	SLT	

E	Clear verbal, written and visual communication with Risk Groups to maintain Social Distancing	<p>10. Bubble sizes should not exceed 15 pupils and in most cases should be less.</p> <ol style="list-style-type: none"> 1. Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission, this is particularly important in light of the new CV-19 S-Variant, which is now substantially more transmissible. 2. Mark floor areas both internally and externally to support Social Distancing and specific areas for bubbles to use 3. Use signage to remind risk groups of procedures around the school site as defined in the NPAT Covid-19 Signage guidance 4. Label areas to be used by certain bubbles/staff only 5. Write to parents prior to attending school to explain procedures for attending and daily routines 6. Induct staff and pupils on use of the building and daily procedures on first day back in school 7. Write regularly to Risk Group to update them on any changes to procedures and daily routines. 8. Shielding advice is currently in place in tier 4 areas and in tier 5, and so all children still deemed clinically extremely vulnerable are advised to shield and not to attend school. 9. The movement of staff and pupils around the school to be planned with specific toilets being allocated to each bubble and pupils using external doors to playground where available to reduce the amount of persons moving around the building. 	<p>Site Supervisor/TAs</p> <p>TAs</p> <p>TAs SLT</p> <p>SLT/Teachers</p> <p>SLT</p>	12/01/21
F	<p>Promote regular handwashing and good personal hygiene in line with government guidance</p> <p>Please complete Appendix One Covid-19 Bubble Form (found at the end of the document) detailing how hand washing will be managed.</p>	<ol style="list-style-type: none"> 1. Identify toilet facilities to be used by which bubbles: pupils, staff and visitors to avoid cross-contamination. 2. Staff to only access toilet areas one at a time with a red and green card system used on the external door to show it is occupied. 3. Pupils will be monitored in their use of toilets to maintain social distancing and to ensure different bubbles do not use at the same time 4. Liquid soap and hand sanitiser to be available in every area where bubbles are working 5. Hand sanitiser should only be used where hand washing facilities are not available 6. Hand sanitiser and spare masks should be available in reception for visitors and in meeting spaces that are used for meetings with visitors 7. Only liquid soap permitted in school with hand drying done with hand dryers or disposable paper towels 	<p>SLT</p> <p>All Staff</p> <p>TAs Site Supervisor</p> <p>All Staff</p> <p>Site Supervisor</p> <p>Site Supervisor</p>	12/01/21

		<ol style="list-style-type: none"> 8. Hand sanitiser to be taken outside when bubbles working externally 9. Covid-19 hand washing and 'catch it, kill it and bin it' process to be promoted 10. Staff assigned to refill liquid soap and hand sanitiser dispensers throughout the day 11. Children encouraged to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food; before and after breaktimes; before and after lunch, if children have come into contact with another child or adult outside their bubble 12. Ensure adults wash hands entering school; after coughing or sneezing; after using the toilet; before and after handling food; before and after breaktimes; before and after lunch, if they have come into contact with another child or adult outside their bubble. 13. Support identified for those children who require extra help with washing their hands 14. All food must be served and no self-service food facilities should be available. 	<p>TAs</p> <p>All Staff</p> <p>TAs</p> <p>All Staff</p> <p>All Staff</p> <p>Teachers/TAs</p> <p>SBM/Catering Staff</p>	
<p>G</p>	<p>Cleaning regimes that maintain a high standard level of cleanliness throughout the school building and site, resources and personal equipment that meets the requirements of Covid-19 guidance</p> <p>Please complete Appendix Two Covid-19 Daily Cleaning Checklist (found at the end of this document) detailing who cleans the different items and the frequency in which the cleaning will be</p>	<ol style="list-style-type: none"> 1. Follow government guidance as follows for cleaning: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 2. Clean and disinfect all areas and surfaces regularly and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas and where people are eating. 3. Deep clean the kitchen prior to reopening before food preparation resumed if this has not been in use. 4. Update key holder information. 5. Agree cleaning requirements and additional hours to allow for the cleaning required to comply with government guidance 6. Checklist of cleaning has been created in line with guidance and is used to ensure that all touched objects are cleaned frequently during the day to include: 7. Door handles 8. Door release buttons 9. Electronic key fobs 10. Desks, table tops and other horizontal work surfaces 11. Toys 12. Teaching equipment/resources 13. Bannisters 	<p>Site Supervisor/SBM</p> <p>Cleaners</p> <p>SBM/Catering Staff</p> <p>SBM/Site Supervisor SLT</p> <p>Site Supervisor/Cleaners</p>	<p>12/01/21</p>

	<p>done. Please also include the details of any additional resources you have had to use to complete the additional cleaning.</p>	<ol style="list-style-type: none"> 14. Light switches 15. Books 16. Toilets 17. Sinks 18. Handrails 19. Additional cleaning capacity in place through use of teaching and support staff within their bubbles 20. Procedures for deep cleaning in the case of a symptomatic pupil or adult being identified during the school day following Public Health England guidance. Cleaners will be notified by the site supervisor of the room that requires cleaning. Masks and gloves will be used to deep clean the room. 21. Routine cleaning takes place at the end of each school day 22. Bins should be emptied regularly during the day as follows: 23. They are emptied at least twice per day such as lunchtime and after school. 24. The bins are lined with a bin bag so they can be emptied easily. 25. If during cold and flu season the volume of used tissues increases bins will need emptying more frequently. 26. Equipment shared by different bubbles should be kept to a minimum, where there is no alternative it should be fully wiped down frequently and before use by a different bubble 27. Where appropriate identify resources that are used solely by individual bubbles 28. Arrange adequate storage of individual bubble equipment 29. Pupils and staff to have access and provide their own stationary in a pencil case 30. Minimise books and equipment that are taken home 31. Prepare classrooms to ensure soft play and difficult to clean toys are only used within the bubble and suitable cleaning materials are used for cleaning them 32. If equipment cannot be adequately cleaned between different bubbles/users it should be set aside for 72 hours to reduce the risk of cross contamination. 33. Indoor and outdoor portable play equipment 34. Use disposable wipes for intermittent cleaning all hard horizontal surfaces during the day with appropriate cleaning materials being used to thoroughly clean at the end of each day. Where IT equipment has to be shared it should be thoroughly wiped down prior to being used by another operator. 	<p>Cleaners/TAs</p> <p>SLT</p> <p>SBM/Site Supervisor</p> <p>TAs/Cleaners Cleaners</p> <p>TAs/Cleaners</p> <p>Teachers</p> <p>TAs SLT/All Staff</p> <p>Teachers Teachers/TAs</p> <p>Teachers/TAs</p>	
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		<p>35. Ensure all classrooms and areas in school are adequately ventilated throughout the day by opening windows and doors ensuring fire and safeguarding standards are maintained. When the room is occupied open windows a small amount to allow a 'trickle' of air in and out of the room. If you have high level windows open these only otherwise windows will have to be open at a lower level. If you have only low-level windows it may be worth considering furniture position if this means someone may be working in a draft. Opening internal classroom doors will help promote air flow across the room. Please remember that if this involves fire doors someone must be responsible for closing them in the event of a fire alarm going off.</p> <p>36. When a room is empty, such as break and lunchtimes, and at the end of the school day please 'purge' the room by opening windows and doors wide to allow fresh air to circulate at a greater rate than when the room is occupied. Although this will lower the temperature in the room it will allow the air to change rapidly. When people return to the room return to 'trickle' ventilation. The temperature of the room will increase as it becomes occupied again. Site staff will need to be extra vigilant at the end of the day to ensure that all rooms are checked at the end of the day as part of their locking up procedure for windows and doors being secured after they have been left open to 'purge'.</p> <p>37. Centrally managed Air conditioning/handling/circulation units should only be used if they can be switched to full fresh air, otherwise they should be switched off. Air conditioning units which serve one room only pose minimal risk and can be used as required.</p> <p>38. Minimise the amount of equipment that children bring into school</p> <p>39. Staff should use their own mugs, glasses, plates and cutlery and be responsible for the cleaning of them immediately after use.</p> <p>40. Where non-disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use</p> <p>41. Sufficient liquid soap should be available in all toilets and will be monitored at the start and end of each day as well as after breaks during the day so it can be topped up if required.</p> <p>42. Additional cleaning of toilets to be implemented throughout the school day</p> <p>43. Shared areas used for the consumption of food need to be cleaned between use by different bubbles.</p>	<p>All Staff</p> <p>All Staff</p> <p>Site Supervisor</p> <p>Teachers</p> <p>All Staff</p> <p>Site Supervisor/Cleaners</p> <p>Site Supervisor /Cleaners</p> <p>Site Supervisor /Cleaners Lunch Time Supervisors SLT/Site Supervisor Site Supervisor</p>	
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<p>H</p>	<p>Use of PPE for personal care, behaviour issues where intervention is required and emergency first aid purposes</p>	<p>1. PPE stored centrally within school and can be accessed by all staff members for circumstances requiring its use NPAT Trust expectations on face coverings</p> <p>2. All adults on-site at any NPAT buildings, including parents, are advised to wear face coverings, whilst in school property and when travelling to school in busy areas. Disposable masks will be available at school receptions.</p> <p>3. All adults travelling to and from school via public transport or school transport will be expected to wear a face covering and follow all appropriate hygiene measures required by the respective companies.</p> <p>4. During Tier 5, in response to the new CV-19 S-Variant which is now substantially more transmissible, we strongly recommend that all NPAT staff and visitors, unless exempt for the reasons explained in the ‘Staff and pupils who may be exempt’ section, will be expected to wear face coverings in all communal school areas. This will include - corridors, staffrooms, staff workrooms, staff toilets and whilst undertaking duties at break/lunch times in enclosed spaces such as dining halls. However, even with face coverings in use, appropriate social distancing, hygiene measures and hand sanitisation should still fully apply. All staff, unless exempt, are expected to wear face coverings in all shared offices/rooms and when attending any staff meeting.</p> <p>5. We request that all NPAT staff bring their own face coverings to school as they would for use on public transport, shops, and wider society. If any individual forgets to bring a face covering to school, or is unable to provide one, a disposable mask will be provided.</p> <p>6. Face coverings do not need to be worn: <ul style="list-style-type: none"> • By any member of staff or pupil who is exempt (<i>please see the exemption guidance for further information.</i>) • Whilst consuming food and drink at break and lunch times. </p>	<p>SBM</p> <p>Site Supervisor /Cleaners</p> <p>TAs SLT</p> <p>SLT</p> <p>All Staff</p> <p>SLT</p> <p>SLT SBM</p>	<p>12/01/21</p>

		<p>For members of staff, pupils or parents who have any concerns or queries, they should discuss this with their relevant Headteacher.</p> <ol style="list-style-type: none"> 7. Safe wearing and removal of face coverings Schools have a process in place for removing face coverings and should be communicated clearly to all staff. Safe wearing of face coverings requires cleaning of hands before and after touching – including removing or putting them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) and then wash their hands again before touching anything. 8. Site Supervisors and cleaners should continue to wear clothing and PPE as determined by their existing risk assessments for routine cleaning 9. Emergency PPE pack to be kept with each bubble at all times 10. Review behaviour policy and add Covid-19 addendum regarding the physical intervention of pupils during Covid-19 11. Risk assess pupils who may require physical intervention, consider a reduced timetable and communicate plans with parents 12. Log all instances of first aid treatment and physical restraint following standard procedures 13. Train staff as to when to use PPE including Physical Restraint, First Aid and Intimate Care 14. Train staff as to how to wear and dispose of PPE correctly 15. Stock levels of PPE supplies to be monitored regularly and a week’s worth of stock to be maintained at all times 		
I	Creation of isolation space and procedure for any person(s) who becomes symptomatic	<ol style="list-style-type: none"> 1. Identified room for this specific use only is located as far as possible away from areas used by bubbles enabling and contagion be contained. This room will be the first group room in the Year 3/4 corridor during lockdown. 2. Ensure room is sufficiently large to include space for an adult to be in the room with the child strictly following social distancing guideline 3. PPE should be worn by the adult in the room with the child as per government guidance if 2m Social Distancing cannot be maintained 	<p>SLT</p> <p>SLT</p> <p>All Staff</p>	12/01/21

		<ol style="list-style-type: none"> 4. Staff members supervising will need to remove PPE once the child has been collected and dispose into a plastic bag for immediate disposal outside and will wash hands thoroughly. 5. Staff should be given the opportunity to change their clothes on site/home if this is deemed necessary. 6. The room to be well ventilated with an external window. 7. Arrangements in place to deep clean toilet facilities if used by the child 8. The room should be deep cleaned once the child has left the school premises. All other areas that the child has accessed, including the classroom, should also be deep cleaned as per Covid-19 guidance 9. An additional classroom/breakout space should be identified and the group of children that the symptomatic child was from moved into this space whilst deep cleaning is carried out. 10. Once the children have returned to their original space then the additional space should also be deep cleaned following Covid-19 guidance. 	<p>Site Supervisor Site Supervisor</p> <p>All Staff</p> <p>Site Supervisor</p> <p>SLT</p> <p>Site Supervisor</p>	
<p>J</p>	<p>Clear communication with Risk Group to explain procedures, provide reassurance and reduce anxiety</p>	<p>Staff:</p> <ol style="list-style-type: none"> 1. Staff meetings should be virtual. 2. Regular meetings timetabled to allow staff opportunities to share concerns regarding being open during Covid-19 3. Communicate procedures for self-isolation if a member of staff or a pupil tests positive for Covid-19 4. Access to well-being and mental health support communicated and shared with staff via NPAT Newsletters 5. Regular communication from the CEO and Central Team 6. Clear communication methods identified and shared with staff so that they can express any concerns outside planned meeting times with SLT and also with the Central Team 7. Minimise time staff are in school 8. Meetings with parents to be held virtually or by phone 9. All staff to receive NPAT Covid-19 September Opening Induction guidance <p>Parents and Carers:</p> <ol style="list-style-type: none"> 10. Parent letters written by CEO in consultation with Headteacher are shared with all parents in a timely manner 	<p>SLT/All Staff</p> <p>SLT</p> <p>SLT</p> <p>CEO</p> <p>CEO</p> <p>CEO</p> <p>CEO/SLT</p> <p>All Staff</p> <p>CEO</p>	<p>12/01/21</p>

		<ol style="list-style-type: none"> 11. Support parents to make an informed decision about their child returning to school where either the child falls into an identified medical or vulnerable category 12. Details provided of safeguarding measures in place to mitigate risk of infection from Covid-19 13. Clear expectations for pupils and parents have been shared. 14. Communicate procedures for self-isolation if a member of staff or a pupil tests positive for Covid-19 15. Clear communication methods identified and shared with parents and carers so that they can express any concerns or ask any questions <p>Pupils:</p> <ol style="list-style-type: none"> 16. All pupils to be inducted using NPAT Covid-19 School Opening Induction guidance on their first morning back in school 17. All pupils should have induction on how to be in contact with school staff and on-line safety (See NPAT Remote Learning Safeguarding Guidance) <p>Governors:</p> <ol style="list-style-type: none"> 18. Governors to be kept up to date on Covid-19 procedures and developments within school by Headteacher and/or Chair of LGB/AIB 19. LGB/AIB meetings to take place virtually and not in school 20. LGB/AIB will monitor the implementation of September opening following guidance from the Trust 21. LGB/AIB monitoring activities will only take place in school for Safeguarding, Health & Safety and Covid-19 and Social Distancing should be observed at all times 	<p>SLT</p> <p>Teachers</p> <p>DSL</p> <p>SLT CEO/SLT</p> <p>SLT</p> <p>Teachers</p> <p>Headteacher/Chair</p> <p>Chair Chair</p> <p>Chair</p>	
K	Set clear expectations with regard to being symptomatic, collection from school, Self-Isolation and return to school	<ol style="list-style-type: none"> 1. Guidance on Covid-19 Self Isolation to be sent to all of the Risk Group 2. NPAT Covid-19 Collection of Symptomatic Pupil guidance is in place and parent informed of self-isolation and Covid-19 testing procedure when they are asked to collect their child https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 	<p>SLT</p> <p>SLT/Admin</p>	
L	Ensure all statutory pre-opening building checks are complete	<ol style="list-style-type: none"> 1. Health and Safety checks to be carried out on the following in line with DfE guidance: <ul style="list-style-type: none"> • gas 	Site Supervisor	

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		<ul style="list-style-type: none"> heating flushing of hot and cold water outlets including non-mains water sources that have not been in use mechanical and electrical systems catering equipment all fire doors are operational fire alarm system and emergency lights are operational <p>https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety</p>		
M	Update evacuation plans to ensure Social Distancing is maintained in the event of an emergency	<ol style="list-style-type: none"> Update evacuation plans to reflect September opening arrangements Explain to all staff and pupils new evacuation procedures assembly locations as part of their induction Ensure assembly locations are clearly identified and meet Social Distancing guidance Fire drills to take place within the first week of return to school or reopening 	<p>SLT/SBM</p> <p>SLT/Teachers</p> <p>SLT/Site Supervisor</p>	<p>12/01/21 (FD 15/01/21)</p>
N	Ensure safeguarding is maintained for those in attendance at school and those who remain at home	<ol style="list-style-type: none"> Follow NPAT Safeguarding Policy (see Section A) for all children in school including the addendum for Safeguarding procedures during remote learning (See NPAT Remote Learning Safeguarding Guidance) covering those pupils not in school. To identify actions required to ensure sufficiency in meeting increased demand for support where pupils have been identified: <ul style="list-style-type: none"> At risk of exclusion In need of early help Have additional needs such as behaviour, sensory impairment etc. Exhibiting mental health and well-being issues In need of bereavement counselling Meeting the social care thresholds LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support Action plan in place to ensure increased needs are addressed and DSL capacity is made available in schools to respond. 	<p>All Staff</p> <p>SLT/DSL</p> <p>DSL</p> <p>SLT</p>	<p>12/01/21</p>
O	Mental Health and Well-being for Staff	<ol style="list-style-type: none"> Ensure all staff have completed an induction to understand all school procedures and expectations of them 	<p>SLT</p> <p>SLT</p>	<p>12/01/21</p>

		<ol style="list-style-type: none"> 2. Create and share a clear communication procedure for any questions or concerns raised, including external support if staff feel they are unable to discuss an issue with a Headteacher 3. Consider regular virtual meetings to bring the staff community together 4. SLT to check on staff at regular intervals whilst still ensuring social distancing is adhered to. Where possible this should be via phone or TEAMS calls. 5. Share support websites that staff are able to access to support their own wellbeing e.g. NHS General Well-being Advice: https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/ NHS Every Mind Matters: https://www.nhs.uk/oneyou/every-mind-matters/ 6. Refer staff to external counselling with Relate Northants for further support where appropriate 7. Staff are responsible for ensuring that if they are asked to work from home that they can do so safely and to highlight any issues or concerns with their Head Teacher. 	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT HT</p>	
P	Mental Health and Well-being for Children	<ol style="list-style-type: none"> 1. Complete an induction with each bubble to ensure children understand procedures and expectations through an age-appropriate format, allowing time to repeat these if necessary to build automaticity 2. Consider an appropriate timetable to encompass the needs of the learners that is flexible to the individual groups where appropriate 3. Increase time spent on PSHE to allow the students time to talk through anything that is important to them and reflect on their personal experiences. 4. Allow time for all children to reskill and rebuild their confidence as learners 5. Staff to share concerns of any children following the usual procedure and any extra support should be put in place where appropriate 6. Staff to keep open communication with parents to share any observations or concerns where appropriate 	<p>Teachers</p> <p>SLT/Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>All Staff</p> <p>Teachers</p>	12/01/21
Q	Educational Visits and Activities	<ol style="list-style-type: none"> 1. Residential overnight visits must not happen. 2. Non-residential visits and activities should not be planned for without the permission of the Trust CEO and should be avoided during tier 4 and 5. 3. For visits and activities that are approved by the Trust, schools should undertake full and thorough risk assessments for visits and activities that happen away from the school site. 	<p>SLT</p> <p>SLT/CEO</p> <p>SLT</p>	12/01/21

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R	First Aid Treatment	<ol style="list-style-type: none"> 1. Sufficient first aid provisions are in place in line with the school's first aid risk assessment. 2. First aid kits to be available to each bubble 3. Minor incidents of first aid may be managed within designated bubbles i.e. small bump/graze, if in any doubt a first aider will be called to assess. 4. For significant injuries a trained first aider to be called and deal with the incident in designated first aid room or to attend to the child in their bubble if not possible. 5. Standard universal hygiene measures should be followed in line with first aid training at all times. 6. Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. 7. Facemasks should be worn when dealing with general first aid as social distancing cannot be maintained 8. Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained. 	<p>SLT</p> <p>SBM First Aiders</p> <p>Trained First Aider</p> <p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p>	12/01/21
S	Suspected and Confirmed Case of Covid-19	<ol style="list-style-type: none"> 1. Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period or 10 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained. 2. Staff, pupils, or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed on the school premises until they have self-isolated for the government period of 10 days. 3. If a staff member, visitor or pupil has a positive COVID-19 test the school must contact the local health protection team who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home. 4. The Trust CEO or Central Team must be notified immediately of a positive test for Covid-19. 5. Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately. 6. If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to school. 7. Schools must keep up to date records of who is in each bubble in order to support the systematic process of testing, tracking and tracing of individuals in suspected and confirmed cases. 	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>All Staff</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	12/01/21

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		8. Confirmed cases reported to the Central Team within 24 hours of a confirmed case being known in order to support the systematic process of testing, tracking and tracing of individuals in suspected and confirmed cases.	Central Team	
T	<p>Wrap Around Care (WAC)</p> <p>WAC must work in conjunction with the relevant parts of this risk assessment. Where WAC is provided by a third party they must produce a completed copy of this risk assessment to the school five days in advance of opening.</p> <p>If further guidance is needed please contact the NPAT Central Team</p>	<ol style="list-style-type: none"> 1. Any person arriving at Club exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately. 2. If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to WAC. 3. Parents must not to enter the WAC when dropping off or collecting their child. WAC will inform parents of arrangements for drop off and collection. 4. Ensure robust handwashing procedures are followed for all staff and pupils. 5. Staff to ensure robust cleaning of equipment and seating areas between: <ul style="list-style-type: none"> • End of Before School Club and before school day and • End of school day and before After School Club. 6. Use external activities as much as possible. 7. Club leader has completed first aid training . 8. Other WAC and/or school staff members available to call on for assistance as required in the event of an emergency. 9. Layout of resources allows good access and egress to the .WAC area. 10. Both internal and external activities are planned based on available space and number of pupils attending clubs and their bubbles. 11. Member of WAC staff has food hygiene training certificate if food is being served. 12. Food storage areas only accessed by staff who need to access. 13. WAC staff aware of children with food/drink allergies 14. Food/equipment stored separately for those pupils with allergies/special diets. 15. WAC staff aware of emergency procedures for child suffering anaphylaxis. 16. WAC staff to implement robust hand cleaning prior to preparing food in line with Covid-19 procedures. 17. WAC staff to ensure pupils implement robust hand cleaning prior to and after eating. 18. WAC staff to serve food individually to each child. 	<p>WAC Leader</p> <p>WAC Leader</p> <p>WAC Staff</p> <p>WAC Staff</p> <p>WAC Staff</p> <p>WAC Leader WAC Leader WAC Staff/School SLT WAC Staff</p> <p>WAC Leader</p> <p>WAC Leader</p> <p>WAC Leader WAC Staff</p> <p>WAC Staff WAC Staff</p> <p>WAC Staff</p>	12/01/21

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		<p>19. WAC staff to ensure robust cleaning of equipment and seating areas before and after each use.</p> <p>20. WAC staff to follow procedures in the risk assessment for dealing with suspected cases and cleaning of areas where there is a suspected case. School to be informed if a suspected case happens at school.</p> <p>21. Daily inspections carried out of all WAC areas by Club Leader prior to sessions starting.</p> <p>22. Children attending WAC must be kept in groups in line with the bubble arrangements at school to minimise cross contamination. WAC Groups must be agreed with Head Teacher.</p> <p>23. Club leader competent to undertake the tasks/activities required of them whilst Covid-19 protection measures are in place.</p> <p>24. Boundaries and gates/fencing are checked regularly by the WAC Leader</p> <p>25. Controlled access to WAC areas must be maintained at all times.</p> <p>26. WAC children are supervised at all times; all children must stay together with staff member unless additional adult available to supervise separately.</p> <p>27. WAC staff must maintain social distancing as described in this risk assessment.</p> <p>28. WAC staff aware of children likely to attempt to abscond.</p> <p>29. Ensure pupils are transferred to and from the WAC to classrooms in their designated school bubbles.</p>	<p>WAC Staff</p> <p>WAC Staff</p> <p>WAC Leader</p> <p>WAC Leader/School Head Teacher WAC Leader WAC Leader WAC Staff</p> <p>WAC Staff WAC Staff</p> <p>WAC Leader/School Head Teacher WAC Staff</p>	
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See Appendices below

Appendix One Covid-19 Bubble Form

School Name:	Headlands Primary School	Form Completed by:	Darren Smith	Date Completed:	12/01/21
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Bubble Number	Year Groups Involved	Number of Pupils*	Number of Staff	Location	Hygiene Arrangements	Comments
1	Nursery	18	2	Nursery	Use Nursery toilets	
2	Reception	24	7	Reception	Reception toilets	
3	Year 1	16	3	Year 1 between classes	Year 1/ 2 toilets	
4	Year 2	14	3	Year 2 between classes	Year 1/ 2 toilets	

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5	Year 3	18	3	Year 3 between classes	Year 3/ 4 toilets	
6	Year 4	16	3	Year 4 between classes	Year 3/ 4 toilets	
7	Year 5	15	5	Year 5 between classes	Year 4/5 toilets	
8	Year 6	18	5	Year 6 between classes	Year 5/6 toilets	
9	Rainbows	6	3	Rainbow class	Year 5/6 toilets	
10	Woodlands	32	17	Woodlands	Woodlands toilets	

***Pupil numbers are approximate for each day and are made up of key worker and other identified children.**

Appendix Two Covid-19 Daily Cleaning Checklist

CLASS/AREA _____

DATE _____

Covid-19 Daily Cleaning Checklist

Please initial and note time below when the following cleaning tasks are undertaken in your classroom/working area. If an item is N/A, please note this. If there is anything additional in your area, please add in the space provided.

Task	Initials/Time	Initials/Time	Initials/Time	Initials/Time	Initials/Time	Initials/Time	Initials/Time
Door handles							
Door release buttons							
Electronic key fobs							

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Desks, table tops and other horizontal work surfaces							
Toys							
Teaching equipment/resources							
Bannisters							
Books							
Toilets							
Sinks/Taps							
Handrails							
Indoor and outdoor portable play equipment							