

Effectiveness COVID-19 (Staff Only) Risk Assessment Plan September 2020 Updated on 5th January 2021 Lockdown.

N.B Pupils to wear school uniform and staff to wear normal work wear in line with the Staff Handbook.

Risk: 1. Transmission Through Contact externally	Who	Measures taken:	Status
<ul style="list-style-type: none"> Movement around the school premises for parents, staff and pupils will be kept to a minimum and practice social distancing. 	All staff Parents	<ul style="list-style-type: none"> KS1, EYFS and Office staff will sign in and out outside the KS1 building and KS2 staff will now sign in in the staffroom. School will operate a one-way system, entering through the KS1 gate and exiting through the KS2 gate. The Rec gate will also be open as an alternative exit. There will be a staggered start and end to the day: If allocated drop off times are missed parents will use the carpark buzzer and a member of the office staff will come and collect the pupils. Staff are not permitted to mix children from different bubbles Parents will need to be patient while waiting with pupils until a member of staff can escort each child to their respective class bubble. If families have more than one child, they can drop them off at their earliest allocated drop off time and the other pupils will sit in their classrooms reading with their own class teachers until the rest of their class arrive. This is to avoid mixing year group bubbles. All staff are to wear face masks outside and to maintain 2 metre social distancing from parents or any other adults outside their class or year group bubble. Staff to refrain from entering other year group classrooms, including before and after school. Staff to wear masks at all times when moving around the communal areas. Staff with a medical exemption will wear a high visibility ORANGE lanyard and be subject to requirements agreed in their personal risk assessment. <p style="text-align: center;"><i>All staff must practice 2 metre social distancing from staff wearing high visibility ORANGE lanyard.</i></p> <ul style="list-style-type: none"> At collection time parents/adults collecting children are to wear a face covering while on entry to site and maintain face covering until they have left site. At collection time the parents can collect their children at the latest allocated pick up time and the other children will remain in their classrooms with their class teachers. 	



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Pupil Collection Points

- COLLECTION - Parents will enter school via Collection Route 1 (Green Route) the Main/KS1 gate, except for Year 6 parents who will enter via Collection Route 2 (Blue Route) KS2 Hall Entrance and **Collection Route 3 (Purple route) Years 5 and 3 via carpark gates.**
- Parents will follow the one way system and if weather permits pupils will be lined up on their appropriate playground waiting. In bad weather children will wait in their classroom. Staff will release pupils on a one to one basis. Please ensure that you stick to your allocated time to prevent parents from congregating in large groups.
- Any Year 6 parents who collect their children will use the KS2 hall gate, collect from KS2 hall door and join the one way system via the wooden gate to exit site via KS2 gate.
- Yr 5 and Yr 6 pupils permission to walk home will exit site via KS2 Hall gate at their designated time.
- Parents who have children in different year groups will collect all of their children at the latest collection time, siblings will remain with their class teachers and parents will collect when walking around the one way system.

Year Group	Drop off		Collection	
Buttercups	8.45	Main Entrance/KS1 Gate	3.15	Main Entrance/KS1 Gate
Reception	9.05	Main Entrance/KS1 Gate	3.15	Main Entrance/KS1 Gate
1	9.00	Main Entrance/KS1 Gate	3.10	Main Entrance/KS1 Gate
2	8.50	Main Entrance/KS1 Gate	3.05	Main Entrance/KS1 Gate
3	9.00	KS2 Hall Entrance	3.15	CAR PARK Gate
4	8.50	KS2 Hall Entrance	3.00	Main Entrance/KS1 Gate



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		<table border="1"> <tr> <td>5</td> <td>9.00</td> <td>KS2 Playground gate</td> <td>3.10</td> <td>CAR PARK Gate</td> </tr> <tr> <td>6</td> <td>8.50</td> <td>KS2 Playground gate</td> <td>3.05</td> <td>KS2 Hall Entrance</td> </tr> </table>	5	9.00	KS2 Playground gate	3.10	CAR PARK Gate	6	8.50	KS2 Playground gate	3.05	KS2 Hall Entrance	
5	9.00	KS2 Playground gate	3.10	CAR PARK Gate									
6	8.50	KS2 Playground gate	3.05	KS2 Hall Entrance									
Risk: 2. Transmission Through Contact	Who	Measures taken:											
<p>To create strategies for social distancing in school by considering:</p> <ul style="list-style-type: none"> • Use of available classrooms/teaching spaces for smaller groups of pupils • Lunchtime provision – how, when, where? • Using outdoor space to minimise transmission – who, when? • Staff social distancing. • School trips 	All staff	<p><i>During lockdown attendance is not compulsory but Government guidance is being adhered to.</i></p> <ul style="list-style-type: none"> • On entry to school pupils will wash hands/use hand gel. • Nursery and Reception staff will take pupils' temperatures on entry to school due to working in close proximity with the pupils and staff. Parents will be contacted immediately if pupils have a recorded temperature of 37.8 or above. • Pupils and staff will wash hands regularly throughout the day, more frequently than usual. • All groups of pupils will stay in the same room, where possible, with the same adults. • Pupils will sit side by side with all tables facing forwards. • The outside areas will be utilised where possible. • In KS1 toilets are allocated to year groups. In KS2 pupils in 3/4 and 5/6 will share, but each year group bubble will have an allocated toilet and sink to use within each toilet block. • There are additional sinks in shared areas for staff and pupils to wash their hands. • Staff will maintain social distancing where possible, but there may be occasions where this is not achievable. • Parents can communicate and arrange meetings with class teachers using the Year Group emails. • Classrooms will be minimal in their contents and all soft furnishings removed from Years 1-6. • Lunch times will be staggered, lunches to be eaten in classrooms and include access to the outside area. 											

		<p style="text-align: center;">Lunchtimes</p> <ul style="list-style-type: none"> • Lunchtime supervisor to be allocated to a group. Pre-ordered DOLCE lunches to be delivered to the classrooms. • First Aid to be covered by year group TAs during lunchtimes to limit any cross bubble contact with LTs. LTs will complete First Aid where there is no year group TA on site. • Outside areas zoned to restrict contact to within year group bubbles only. Where 2 year group bubbles are on the playground at the same time zones will be separated by cones and staff must ensure pupils from different bubbles remain apart. • Whilst supervising pupils all staff must ensure that they model social distancing, remaining 2 metres apart from each other. • Classrooms to be well ventilated, with windows and doors open where possible; whilst maintaining temperatures inline with legal requirements during teaching time. • Skylights in shared areas will be open but cloakroom doors to the playground will be closed. • A box of tissues will be on each classroom table, promoting the 'Catch it, bin it, kill it' message. Discarded tissues are disposed in lidded pedal bins, which are emptied regularly. Bags are double bagged on disposal. • Internal doors will be wedged open where deemed safe to do so to reduce contact with hard surfaces. These will be closed at the end of the day and also in an emergency. Fire doors will not be wedged open. • Toilets to be accessed by 1 pupil from each class at a time where possible. Younger pupils and those who may need assistance to be accompanied by an adult to ensure they comply with handwashing. Toilets will be cleaned more frequently and a record will be retained. • In KS2 Laminated signs will clearly identify allocated toilets and sinks for each year group, where possible. • Access Classrooms via external doors, at all times, to reduce contact with others. • All communication with the school office to be carried out over the phone, and not by visiting the office, limiting the number of additional adults within the school. • Staff lunch breaks to be on a staggered timetable in line with the pupil lunch breaks. Staff need to maintain social distancing when using the staffroom to make refreshments only and must wipe down surfaces with the anti-bacterial spray/wipes that are provided. All seating will be stacked and out of use. All crockery and cutlery must be washed and put away without exception. • <i>The staffroom is to be used by KS2 staff only for making refreshments and heat meals only. The Maximum number of staff is restricted to no more than 4 at any one time.</i> 	
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		<ul style="list-style-type: none"> • KS1 and EYFS staff to use the medical room to make refreshments and heat meals. Key stages to remain in own buildings and bubbles as much as possible. • Staff are to wipe down areas once they have finished lunch. • Staff are permitted to have hot drinks in the classrooms provided they use a lidded cup. • In a bid to maintain social distancing staff toilets to be accessed by 1 member of staff at a time. • Staff and pupils will ensure that they wash their hands regularly or use antibacterial gel. • All classrooms and shared areas will have lidded pedal operated bins, these should be emptied as soon as they become full and not left to the end of the day. Rubbish will be double bagged on emptying. • Staff meetings and briefings will take via Teams. All staff to have video cameras enabled during meetings. • School Trips- where school trips occur the guidance from the Outdoor Education Panel will be referred to. Risk assessments will be completed and checked by the EVC and Plumsun for approval, in line with current Covid-19 guidance. The EVC's qualifications are up to date. <p><u>Years 1 Specific</u></p> <ul style="list-style-type: none"> • Tables will be in groups of 3 and a maximum of 4 pupils will be seated at them. • Pupils will have their own seats. • Any shared resources will be laminated and placed in a plastic basket in the middle of the tables. These will be wiped down daily. • Pupils will still have individual packs of pencils, crayons etc that they will not share with other pupils. • Practical activities will be moved around tables rather than pupils moving. They will be cleaned before each use. <p><u>EYFS Specific</u></p> <ul style="list-style-type: none"> • During the lunch break the resources in the outside space and also the toilet area will be cleaned by staff members in readiness for the afternoon session. • Resources will be carefully planned to ensure they are easy to clean and will be on table top activities where possible. • Social distancing will be maintained where possible but this will not be achievable at all times. 	
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		<ul style="list-style-type: none"> • The rooms will have limited furnishings and rugs etc. • Buttercup Nursery and Reception staff will wear maks/visors during teaching time, and will wear masks when with parents at the start and end of the day. <p>STAFF Specific</p> <ul style="list-style-type: none"> • All staff who do not have a medical exemption are to wear a face covering in communal spaces and maintain at least 1 metre social distancing from other adults outside of their year group bubble. This is required as maintaining 2 metre social distancing in communal spaces on site not practical. Please note a face covering is a mask closely fitted to the face covering the mouth and nose. FACE VISORS DO NOT MEET GOV.UK STANDARD REQUIRED FOR A FACE COVERING. <p>If a staff member fails to compy with GOV.UK social distancing guidance and tests positive for COVID 19 then all staff members outside their bubble that they have not maintained 2 metres social distancing guidance risk meeting the criteria of “Close Contact” as defined by NHS Track and Trace and will be required to isolate.</p> <ul style="list-style-type: none"> • Staff may wear face visors in class/year group bubbles while teaching to minimise risk of droplets to face or eyes however in communal areas a FACE COVERING must be worn as a face visors do not meet the definition of a face covering in Government Guidance. • All staff are to wear a face covering outdoors and maintain 2 metre social distancing guidance from parents or any other adults outside their class or year group bubble. • Staff with a medical exemption will wear a high visibility ORANGE lanyard and be subject to requirements agreed in their personal risk assessment. Only these staff have the option to wear a face visor. <p>All staff are to practice 2 metre social distancing from staff wearing high visibility ORANGE lanyard, where practical, if they are not in their year group bubble.</p> <ul style="list-style-type: none"> • All PE sessions taught by AHov and STTr must take place outside where weather permits. Where this is not possible, lessons will take place in the hall, with doors open. Staff will wear a face covering and maintain appropriate distances from the pupils. When registering pupils masks must be worn and 2 metre distance maintained. • 	
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Growing at Meadowside Primary School

		<p>Staff Absence</p> <ul style="list-style-type: none"> • If a teacher is absent the other year group teacher will be called in to cover the class. This can be at short notice. • Staff will not be requested to cover outside of their specified year groups. • Supply teachers will not be used in school to minimise risk of infection to staff and pupils. 	
<p>/Risk: 3. Transmission Through Contact at Break times</p>	<p>Who</p>	<p>Measures taken:</p>	
<p>Consider break time provision and use of space to minimise contact.</p>	<p>All staff</p>	<ul style="list-style-type: none"> • All staff who do not have a medical exemption are to wear a face covering in communal spaces and maintain at least 1 metre social distancing from other adults outside of their year group bubble. This is required as maintaining 2 metre social distancing in communal spaces on site not practical. Please note a face covering is a mask closely fitted to the face covering the mouth and nose. FACE VISORS DO NOT MEET THE GOV.UK STANDARD REQUIRED FOR A FACE COVERING. <p>If a staff member fails to comply with GOV.Uk social distancing guidance and tests positive for COVID 19 then all staff members outside their bubble that they have not maintained 2 metres social distancing guidance risk meeting the criteria of “Close Contact” as defined by NHS Track and Trace and will be required to isolate.</p> <ul style="list-style-type: none"> • All staff are to wear a face covering outdoors if they are unable to maintain 2 metre social distancing guidance from parents or any other adults outside their class or year group bubble. • Staff with a medical exemption will wear a high visibility ORANGE lanyard and be subject to requirements agreed in their personal risk assessment. <p>All staff are to practice 2 metre social distancing from staff wearing high visibility ORANGE lanyard, where practical, if they are not in their year group bubble.</p> <ul style="list-style-type: none"> • Staggered break times will ensure minimum contact with pupils leaving their classrooms, moving around the outdoor space and then re-entering the classroom. • Staff will supervise their year group’s break times. • No resources will be available due to any cross contamination risks 	

		<ul style="list-style-type: none"> Break times will be shorter due to the staggered start and finish to the end. 	
To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where restraint is required.	SLT All staff	<ul style="list-style-type: none"> Supplies are stored in all classrooms, the meeting room and additional resources stored at appropriate and communicated areas across the school which can be accessed by all staff members as and when required in exceptional circumstances The Behaviour Policy reflects the guidelines for COVID19. 1 assigned adult from each room to accompany any pupils who need SEMH support to an outside area if needed. <p style="text-align: center;">There will be no Reflection Room during Lockdown</p>	
To reduce risk of exposure to COVID-19 by staff and pupils who are clinically extremely vulnerable and clinically vulnerable.	SLT All staff	<ul style="list-style-type: none"> Staff and pupil audit to assess vulnerabilities. Individual risk assessments for staff and pupils will be reviewed and updated in accordance with the new risk assessment. All staff with individual risk assessments will wear a high visibility ORANGE lanyard. Staff meetings and briefings will held via Teams. <p>If a staff member fails to comply with Gov.Uk social distancing guidance and tests positive for COVID 19 then all staff members outside their bubble that they have not maintained 2 metres social distancing guidance from risk meeting the criteria of "Close Contact" as defined by NHS Track and Trace and will be required to isolate.</p>	
To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs, including first aid.	SLT All staff	<ul style="list-style-type: none"> Supplies are stored in all classrooms, the meeting room and additional resources stored at appropriate and communicated areas across the school which can be accessed by all staff members as and when required in exceptional circumstances All areas will be cleaned using anti-bacterial spray or wipes. Staff will wear PPE when doing so. This will be logged and signed by relevant staff on completion. Staff will familiarise themselves with how to put PPE on safely. Staff to read NCC web page: https://www.northamptonshire.gov.uk/coronavirus-updates/Pages/coronavirus-guidance-schools-and-education-settings.aspx 	
To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes	SLT All staff	<ul style="list-style-type: none"> Supplies are stored in all classrooms, the meeting room and additional resources stored at appropriate and communicated areas across the school which can be accessed by all staff members as and when required in exceptional circumstances 	



Growing at Meadowside Primary School

		<ul style="list-style-type: none"> Guidance for applying the PPE safely is in each classroom and the communal areas where PPE is stored. All areas will be cleaned using anti-bacterial spray or wipes. Staff will wear PPE when doing so. <p>Key members of support staff have completed basic First Aid Training First Aiders (Paediatric First Aid Trained) are also on site.</p>	
To establish procedures to ensure regular hand washing in accordance with guidelines	Site Manager	<ul style="list-style-type: none"> Staff will follow and promote the Government Guidance 'Hands, face, space and let the air in'. Site staff to ensure adequate supplies of antibacterial soap and paper towels are available throughout the day at designated replenishment station. Pupils to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food; plus any additional times as required. Staff and pupils will wash their hands regularly in line with government guidelines. 	
To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19	Nominated first aider	<ul style="list-style-type: none"> The meeting room in the main reception area has been allocated for pupils who are unwell facilitating containment of any potential contagion. Staff will wear appropriate PPE if supporting a pupil who is unwell. The office will contact parents of pupils who have had contact with a symptomatic pupil. Where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction Please refer to: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#contents All waste will be double bagged on disposal. 	
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	HT SLT	<ul style="list-style-type: none"> All staff are now able to attend school, even if previously shielding. Please refer to: https://www.gov.uk/government/publications/guidance-on-shielding SLT to share expectations with all staff and to address concerns SLT to monitor well-being of staff and to provide regular drop-in sessions for staff to attend SLT will hold well-being meetings with individual year groups within the first 2 weeks of term. 	

		<ul style="list-style-type: none"> Individual risk assessments will be reviewed and updated. School will ensure that they meet their equality duty. Access to well-being and mental health support communicated and shared with staff Chair and Vice Chair of Governors to monitor SLT well-being 	
To share information detailing processes and procedures for day to day operation to reassure parents and school visitors of mitigation against risk	HT and CoG	<ul style="list-style-type: none"> Parent update letter written by Head Teacher and has been shared with all Parents, this will include information on the updated risk assessment. Details provided of safeguarding measures in place to mitigate risk of infection Clear expectations for parents have been shared and updated as necessary. Parents responsible for updating the school office of any change of contact details. <p>No visitors in school during lockdown unless outside agencies visiting vulnerable pupils.</p>	
Processes and procedures are established for getting pupils to and from school	SLT	<ul style="list-style-type: none"> Attendance is compulsory and the school will work with parents to ensure their children attend. Fines will be issued for non-attendance. School will be able to use staff and additional funding to support pupils with anxieties regarding returning to school. Attendance Policy updated during Covid-19 outbreak Staggered start and end times have been established Transport requirements have been identified and communicated with the LA transport service. Guidance/expectations on walking to school/home have been shared with Year 5 & 6 pupils and parents Requirements have been shared with parents. A one-way system is established around the outside of the school for dropping off and collecting pupils. This will be on a staggered timetable to reduce any congestion. BIKES/SCOOTERS CANNOT BE PARKED ON SITE UNTIL FURTHER NOTICE. Bikes/Scooters can be brought onto site by parents during collection but must be controlled by the parent while on site until they exit site. 	
Process for collecting a pupil due to illness or an existing appointment during the school day is established and shared	SLT Office Manager	<ul style="list-style-type: none"> Guidance for collection has been established and shared with parents: the school office will contact parents if pupils become unwell. 	
Process and procedures if showing signs of COVID 19.	SLT	<ul style="list-style-type: none"> Thermometers will be used if any child or adult displays symptoms and their temperature will be recorded on a central Covid/ illness spreadsheet by our admin team. Testing and Tracing for Coronavirus to be followed as at: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus 	



Growing at Meadowside Primary School

		<ul style="list-style-type: none"> Schools will have a small number of tests available if necessary, if providing them will increase the likelihood of taking the test. These will be stored in the school office. School will request to be informed of the result immediately. If you are showing one or more symptoms or a positive result is given, then you must follow 'stay at home guidance' https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance If a positive test result is received school will contact DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays 	
Deep clean the kitchen prior to reopening before food preparation resumes.	Dolce Staff SBM	<ul style="list-style-type: none"> Dolce will be responsible for cleaning and disinfecting all areas and surfaces prior to reopening. Dolce will comply with guidance for school food businesses on COVID 19. The school risk assessment will be shared with the Dolce and Dolce employees on site to ensure that the 2 risk assessments work together. 	
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	Site staff Cleaning staff All staff	<ul style="list-style-type: none"> Follow government guidelines as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: Door handles Desks, table tops Toys Teaching equipment/resources Light switches Books Toilets Sinks Where resources, including any specialist equipment e.g. PE equipment, are shared or used by more than one bubble they are cleaned using anti-bacterial spray at the end of each bubbles session, prior to the next bubble using them. The school will provide all children with a pencil case containing essential resources for their personal use. This will remain in school stored in their name tray. Use of disposable cloths/blue disposable towel and anti-bacterial spray. Additional cleaning capacity in place through use of teaching and support staff throughout the day. 	

		<ul style="list-style-type: none"> • Staff to clean down tables using anti-bacterial spray in classrooms after eating. • Lidded pedal bins are provided in classrooms and shared area for discarded tissues, wipes/paper towels/blue disposable towel. These will be emptied regularly throughout the day and double bagged when disposing. • Site Supervisor and Business Manager will monitor the cleaning across the school. No reading books to go home during lockdown to minimise risk of cross contamination. 	
Ensure cleanliness of equipment is maintained	All staff	<ul style="list-style-type: none"> • Individual pupils will have their own set of resources. • Antibacterial spray/blue disposable towel and/or antibacterial wipes available for Staff Use. • Hand gel in all classrooms and signing in area, this will be provided by school. 	
Risk: 6. Safeguarding			
Recommission all systems before re-opening	Site Supervisor	<p>Checks carried out on the following:</p> <ul style="list-style-type: none"> • gas, • heating, • water supply, • mechanical and electrical systems • catering equipment 	
Ensure water systems are safe and operational	Site Supervisor	<p>Routine checks are carried out by the Site Supervisor and monitored by the School Business Manager.</p> <ul style="list-style-type: none"> • Monthly water check • Flushing of all outlets weekly 	
Check your fire safety systems	Site supervisor Head Teacher	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> • all fire doors are operational • fire alarm system and emergency lights are operational • A walk through of the fire practice to take place on the 3rd and 4th of September. • School fire drills to take place the week beginning 7th September 2020. • The fire evacuation points for all pupils maximises the use of space and avoids any congestion at pinch points. • Staff will ensure that pupils are well spaced on the assembly points. 	
To identify actions required to ensure sufficiency in meeting	DSL	<ul style="list-style-type: none"> • Vulnerable pupils have been identified by school staff and contact made with parents to offer additional support. 	

<p>increased demand for support where pupils are:</p> <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 	<p>Head Teacher SENDCo</p>	<ul style="list-style-type: none"> • LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support • Individual action plans/ risk assessments in place to ensure increased needs are addressed where appropriate. 	
<p>How to control a second outbreak by following local health protection team advice and NCCs COVID19 Prevention Plan.</p>	<p>Head Teacher SLT</p>	<ul style="list-style-type: none"> • School will engage with the Test and Trace process. Staff training in September 2020. • If a positive test result is received school will contact DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays • If 2 or more cases are confirmed within 14 days or there is a rise in sickness then the school will contact and work with the local Health Protection Team (HPT). They will advise if additional action is required. <i>PHE East Midlands Health Protection Team, Public Health England, Seaton House City Link, Nottingham, NG2 4LA Tel-03442254524</i> • This may lead to identified pupils/groups of pupils or the whole site having to self - isolate. School actions will follow the advice given by HPT. • This may lead to further action by the Director of Public Health, in line with routine public health outbreak control practice. 	

N.B All staff had a draft copy of the risk assessment prior to September 1st and had the opportunity to discuss with the SLT.



Created Date and Agreed by:

Role	Staff Name	Date
Head Teacher	Josephine Garnham	
Deputy Head Teacher	Mia Lewis	
DSL	Sarah Hammond	
Chair/ Vice Chair of Governors	Angela Pratt / Janet Goodliffe	
SSIM (LA)	Clare Haywood	

This risk assessment will be reviewed weekly to begin with and then move to being reviewed every fortnight

Review Dates and Agreed by:

Date	Head Teacher Signature	Deputy Head Teacher Signature	DSL signature	Chair/Vice-chair of governor's signature
11 th September 2020	<i>J. Garnham</i>	<i>M. Lewis</i>	<i>S. Hammond</i>	
18 th September 2020	<i>J. Garnham</i>	<i>M. Lewis</i>	<i>S. Hammond</i>	
19 th November 2020	<i>J. Garnham</i>	<i>M. Lewis</i>	<i>S. Hammond</i>	
4 th January 2021 (Tier 4)	<i>J. Garnham</i>	<i>M. Lewis</i>	<i>S. Hammond</i>	
5 th January 2021 (Lockdown)	<i>J. Garnham</i>	<i>M. Lewis</i>	<i>S. Hammond</i>	