

NPAT Covid-19 Risk Assessment and Wider Opening Guidance – March 2021



School Name:	Person Completing Assessment:	Date Assessment Completed:
Upton Meadows Primary School	Clare Searing	2/3/21

Northampton Primary Academy Trust values the health and safety and well-being of its pupils, staff, volunteers and their families and we want to ensure that we keep them all as safe as possible during the Covid-19 pandemic.

The purpose of this risk assessment is to mitigate the risk associated with the wider opening of schools, in March 2021, and members of the Risk Group becoming infected with Covid-19 by attending school. It has been developed based on government guidance which is identified throughout the document for further reference. It has been developed based on current government guidance (March 2021), which is identified throughout the document for further reference.

This risk assessment and wider opening guidance 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.

1. Wider Opening of Schools - [COVID-19 RESPONSE – SPRING 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91221/covid-19-response-spring-2021.pdf)
2. Staying Alert and Safe: Social Distancing updated?? <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people> Additional guidance for CEV [COVID-19 Population Risk Assessment - NHS Digital](https://www.nhs.uk/condemning-covid-19-population-risk-assessment/) and [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19)
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>
8. Definition of Clinically Extremely Vulnerable (CEV)- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19)
9. [Evidence summary: COVID-19 - children, young people and education settings \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91221/evidence-summary-covid-19-children-young-people-and-education-settings.pdf)
10. LFT testing updated advice [1 Read First - Document index.pdf - Google Slides](#)
11. Coronavirus (COVID-19) contingency framework for education and childcare settings. <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-setting>

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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

Risk Group:
<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.

Mitigation Area	Risk Mitigation	Actions Required to Manage the Risk Mitigation	Action Owner(s)	Date Completed
A	Follow government Covid-19 guidance	<ol style="list-style-type: none"> 1. Ensure all staff read Covid-19 (March 2021) Risk Assessment 2. Ensure all staff read NPAT Staff September Induction guidance 3. Ensure all staff have read the Safeguarding and Behaviour policy addendums. (March 2021) 4. Ensure all staff have read the reviewed health and safety risk assessments according to new guidance (March 2021.) 5. All schools make any necessary changes to your control measures applying the system of controls. (March 2021) 6. All staff to read March Remote Learning addendums 7. All staff to sign to say they have read the above documents. 8. 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 9. 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) updated?? 	<p>All Staff</p> <p>All Staff All Staff All Staff</p> <p>Admin</p>	<p>To be completed on training days in September 1st and 2nd All staff to sign document – kept in file in office with June forms.</p> <p>Update staff meeting held 11/1/21 and new forms to be signed.</p> <p>Remote education expectations documentation on website by 25/1/21</p> <p>LFD RA shared end of January 2021</p>

		<p>10. All staff are to read and adhere to the Risk Assessment regarding Lateral Flow testing as this will continue for all adults working in schools. Asymptomatic testing is designed to help to identify positive cases more quickly and break the chains of transmission. Testing is voluntary but strongly encouraged.(January 2021) 1 Read First - Document index.pdf - Google Slides</p>		<p>Update info sent 4/3/21 and new forms to be signed.</p>
<p>B</p>	<p>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</p>	<ol style="list-style-type: none"> 1. 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. 2. There is no requirement for schools to reduce occupancy in schools. Everyone must just follow the system of controls. There is also no need for class sizes to be adjusted from the usual size. 3. Adults should adhere to 2m Social Distancing requirements at all times from other adults. 4. 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. 5. Face coverings are recommended in early years and primary schools for staff and 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 also Section H for wearing face masks) 6. In situations where social distancing between adults is not possible, for example, when moving around in corridors and communal areas. Children in primary school do not need to wear face coverings. Face visors or shields should not be worn as an alternative to face coverings. There are exemptions to the new requirement for adults who: 	<p>SLT</p> <p>All Staff</p> <p>All Staff</p> <p>SLT</p> <p>SLT/Reception Staff</p> <p>All Staff</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>Year group bubbles as minimum expectation but class bubbles to be maintained as much as possible</p> <p>Markers down/ reminders</p> <p>Already in place – coverings worn in all communal areas. Visors also strongly recommended in classrooms.</p>

		<ul style="list-style-type: none"> • Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • Speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate • Rely on visual signals for communication, or communicate with or provide support to such individuals. <ol style="list-style-type: none"> 7. Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome all pupils back in March. Line managers should discuss and agree any changes to staff roles with individuals 8. 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 9. Pupils from different bubbles should not mix within the same space for large gatherings such as assemblies 10. Every bubble to be allocated 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 stay in their bubbles at all times. 15. External classroom doors to be used where possible by bubbles for entering/exiting the building 16. Schools should consider how to minimise contact across the school site and maintain social distancing wherever possible. 	<p>Site Supervisor</p> <p>All Staff</p> <p>Teachers Teachers</p> <p>SLT</p> <p>Site Supervisor All Staff</p> <p>Teachers TAs</p> <p>SLT/Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>Admin Staff</p> <p>All Staff</p>	<p>Staffing plan created and contingencies – to be reviewed regularly</p> <p>No volunteers or non-essential visitors – visitor signing in protocols and leaflet in place.</p> <p>Staffing tweaked to minimise movement between bubbles.</p> <p>Toilets allocated.</p> <p>Staffrooms allocated x 3 and arranged appropriately, toilets allocated.</p> <p>Outdoor play areas all zoned</p> <p>Protocols for sharing/quarantining resources continue from Sep2020. This will only be needed in exceptional circumstances as each bubble will be given art/stationary etc.</p>
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		<ol style="list-style-type: none"> 17. 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. 18. 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 handle contamination. Fire doors to be closed when the fire alarm sounds and when pupils leave site. 19. Ensure classrooms are reorganised to meet government guidance with all desks facing the front of the classroom 20. Classroom resources can be shared within the bubble and must be cleaned on a regular basis. 21. 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. 22. IT equipment for the purpose of teaching only to be used by lead teacher/staff member in the classroom 23. Light switches, windows and blinds only to be operated by lead teacher/staff member in the classroom/teaching area 24. Admin staff to work at their own desks, spaced 2m apart from other adult's desks, to avoid shared equipment and be responsible for the regular cleaning of IT and phone equipment. 25. 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. 26. In response to the new CV-19 variants, 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 	<p>No outdoor or indoor fixed equipment will be used.</p> <p>Corridors marked – we walk on the left anyway. Footfall in corridors will be minimal.</p> <p>Fire doors close automatically when alarm sounds already. Processes in place for regular cleaning – all rooms have a cleaning caddy with supplies kept stocked up.</p> <p>Children all have individual wallets with stationary. Parents advised re water bottles/hats/coats Staff reminded re IT equipment/regular cleaning during induction on 1/9/20 No staff share desks. Visitors already asked to wear masks.</p>
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		<p>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.</p> <p>27. Pupils learning remotely and that are eligible for free school meals should receive care package provision.</p> <p>28. 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. https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p> <p>29. Schools should work to resume all before and after-school educational activities and childcare for pupils where this provision is necessary to support parents to work, attend education and access medical care, and to support pupil's wider education and training.</p>		<p>FSM care package to be activated if needed.</p> <p>P.E. provision has been made in COVID-secure way – no external providers attending at the moment.</p> <p>Breakfast club (internal and external) and after school club remain open.</p>
C	<p>Staggered timings for the start and end of the school day, break and mealtimes to prevent congregation of people</p>	<p>1. School attendance School attendance will be mandatory for all pupils from 8th March. The usual rules on school attendance will apply. See guidance on the Risks and Harms of missing education. Evidence summary: COVID-19 - children, young people and education settings (publishing.service.gov.uk)</p> <p>2. Some pupils, parents and households may be reluctant or anxious about attending school. Schools should discuss any concerns with parents and provide reassurance on the measures put in place to reduce any risks and remind parents that pupils of compulsory school age must be in school unless</p>	<p>All Staff</p> <p>SLT</p> <p>SLT</p> <p>All Staff</p> <p>SLT</p> <p>SLT</p>	<p>Parents made aware of attendance requirements in email 25/2/21 and reminder on 5/3/21</p> <p>Some families already contacted. Other will be contacted if identified after return.</p>

		<p>a statutory reason applies. Please note J 11 on self-isolation of pupils.</p> <ol style="list-style-type: none"> 3. Although, attendance will be mandatory from March 8, schools will still be required, by law, to provide remote education to any pupils who need to continue to learn from home. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which will be the next school day. 4. Schools should offer pastoral support to pupils who are self-isolating, shielding or vulnerable. 5. Staff to arrive by designated time prior to pupil arrival subject to contracted hours. 6. Any staff working from home are expected to work their contracted working hours. 7. Staff should avoid non-work-related social media activity during working hours. (see NPAT Acceptable Use Policy) 8. Schools should consider staggered starts or adjusting start and finish times to keep bubbles apart as they arrive and leave the premises. However, this should not reduce the amount of overall teaching time. Staggered starts may include condensing or staggering break times but retaining the same amount of teaching time or keeping the length of the day the same but starting and finishing later to avoid busy periods. 9. Parents informed of system to be in place to cover late arrivals and children not collected on time 10. Use as many external doors as possible to minimise contact between different bubbles 11. Only one parent or carer to drop off/collect child/children 12. 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 13. Ensure social distancing is in place for collection and drop off 	<p>SLT/Teachers Teachers</p> <p>Teachers</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT TAs</p> <p>SLT/Teachers</p> <p>All Staff</p> <p>All Staff</p>	<p>Provision in place for remote learning in case of COVID related absence.</p> <p>Advice given Feb 21.</p> <p>Stagger from Autumn term will be reintroduced – reminders sent 25/2/21 and 5/3/21</p> <p>All classrooms have external doors – no internal used. Parents reminded of arrangements 25/2/21 and 5/3/21</p> <p>Already in place</p>
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<p>D</p>	<p>Staffing and pupil numbers are appropriate to ensure bubbles adhere to government guidance</p>	<p>1. Clinically extremely vulnerable (CEV) adults and children The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the COVID-19 population risk assessment as potentially being at high risk of serious illness if they catch the virus. Individuals identified as CEV through this risk assessment are advised to follow guidance for clinically extremely vulnerable people, which has now been extended until 31st March. Anyone newly identified as part of this group will be notified in writing.</p> <p>2. In accordance with current DHSC guidance, informed by PHE, advises that CEV individuals should continue to shield even after they have been vaccinated. This may change as further data on the effects of vaccination is analysed. (March 2021) Clinically extremely vulnerable staff should have a letter from the NHS or the GP confirming this – with no new letter required to prove this if one is already held on file.</p> <p>3. Even if CEV staff have received a vaccination, they should continue to shield as in line with government policy until further information is provided.</p> <p>4. Staff living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>5. Clinically vulnerable staff can continue to attend school.</p>	<p>SLT</p> <p>SLT</p> <p>CEO</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>All updates completed.</p>



		<p>6. Pupils who are classified as extremely vulnerable and therefore shielding are still exempt from attending school, but schools can request a copy of the shielding letter sent to these at-risk pupils to confirm they are not required in school.</p> <p>7. Staff and pupil survey should 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.</p> <p>8. 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. All other staff can continue to attend work.</p> <p>9. 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. 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.</p>		<p>Completed to check for updates. All staff requiring individual risk assessments reviewed March 2021. WFH arrangements remain in place for CEV.</p> <p>Pregnant/BAME staff invited to identify – risk assessments to be completed</p>
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<p>E</p>	<p>Clear verbal, written and visual communication with Risk Groups to maintain Social Distancing</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 variants, which are 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 opening to explain procedures for March 2021 wider reopening 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, and so all children still deemed clinically extremely vulnerable are advised to shield and not to attend school. 	<p>Site Supervisor/TAs</p> <p>TAs</p> <p>TAs SLT</p> <p>SLT/Teachers</p> <p>SLT</p>	<p>Reminders given Feb/March 2021</p> <p>All in place from September RA and reviewed and checked all still appropriate Mar 2021</p> <p>Parents emailed 25/2/21 and 5/3/21</p>

		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.		
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 2. Staff to only access toilet areas one at a time with a cone 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. 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 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 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 	<p>SLT</p> <p>All Staff</p> <p>TAs</p> <p>Site Supervisor</p> <p>All Staff</p> <p>Site Supervisor</p> <p>Site Supervisor</p> <p>TAs</p> <p>All Staff</p> <p>TAs</p> <p>All Staff</p> <p>All Staff</p>	<p>Identified for September RA and remain in place.</p> <p>Staff advised.</p> <p>Available – cleaning staff to check daily and top up where needed.</p> <p>Available Posters displayed. Reminders given regularly.</p> <p>In place, including younger children moving from carpet to table work.</p> <p>In place.</p>

		<p>they have come into contact with another child or adult outside their bubble</p> <p>13. Support identified for those children who require extra help with washing their hands</p> <p>14. All food must be served and no self-service food facilities should be available</p>	<p>Teachers/TAs</p> <p>SBM/Catering Staff</p>	
G	<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 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"> 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 prior where people are eating. Before the March opening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to full reopening before food preparation resumed if this has not been in use. 3. Opening after reduced occupancy- it is important that schools undertake all the usual building checks to make the school safe. If buildings have been closed or had reduced occupancy, water system stagnation can occur due to lack of use. This can increase the risk of Legionnaires' disease. 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: <ol style="list-style-type: none"> 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 14. Light switches 	<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>Shared with cleaning staff and signed to say it has been read and understood.</p> <p>Checks completed. Kitchen has remained in use.</p> <p>All checks completed as usual during lockdown</p> <p>Additional cleaning to continue as agreed with cleaning staff September 2020.</p>

		<ol style="list-style-type: none"> 15. Books 16. Toilets 17. Sinks 18. Handrails 19. Indoor and outdoor portable play equipment 20. 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 21. Additional cleaning capacity in place through use of teaching and support staff within their bubbles 22. Procedures for deep cleaning in the case of a symptomatic pupil or adult being identified during the school day following Public Health England guidance 23. Routine cleaning takes place at the end of each school day 24. Bins should be emptied regularly during the day as follows: <ul style="list-style-type: none"> • They are emptied at least twice per day such as lunchtime and after school. • The bins are lined with a bin bag so they can be emptied easily. • If during cold and flu season the volume of used tissues increases bins will need emptying more frequently. 25. 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 26. Where appropriate identify resources that are used solely by individual bubbles 27. Arrange adequate storage of individual bubble equipment 28. Pupils and staff to have access and provide their own stationary in a pencil case 29. Minimise books and equipment that are taken home 30. 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 31. If equipment cannot be adequately cleaned between different bubbles/users it should be set aside for 72 hours 	<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> <p>All Staff</p>	<p>All classrooms have cleaning caddies with stocks in place</p> <p>In place</p> <p>Lunchtime cleaning staff to empty. All bins lidded.</p> <p>Protocols for shared equipment written and shared 1/9/20. Intention is to absolutely minimise any sharing. All bubbles to have own art/maths equipment. Protocols in place for books/ equipment going between school/home</p> <p>No soft play or difficult to clean toys to be used.</p>
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		<p>32. Where IT equipment has to be shared it should be thoroughly wiped down prior to being used by another operator.</p> <p>33. 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.</p> <p>34. 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>35. Minimise the amount of equipment that children bring into school</p> <p>36. Staff should use their own mugs, glasses, plates and cutlery and be responsible for the cleaning of them immediately after use</p> <p>37. Where non-disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use</p> <p>38. 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>39. Additional cleaning of toilets to be implemented throughout the school day</p> <p>40. Shared areas used for the consumption of food need to be cleaned between use by different bubbles</p> <p>41. In the event of a suspected or confirmed case of Covid-19 in school, government guidelines for additional cleaning must be followed</p> <p>42. Any waste that is considered to be potentially infected including any used PPE and any used tissues by persons who are unwell and awaiting collection must be double bagged and stored securely externally for 72 hours before being placed in external waste bins</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</p> <p>Site Supervisor</p>	<p>No equipment that cannot be adequately cleaned to be used. IT equipment to be allocated to bubbles. Cleaning procedures shared with staff. Staff advised of trickle and purge ventilation. No air conditioning units serve more than one room.</p> <p>Parents reminded – 25/2/21 Staff reminded 25/2/21 Guidance given to cleaning staff. Washing machine available in school. Arrangements made for monitoring.</p> <p>In place/planned for</p>
<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.</p> <p>2. NPAT Trust expectations on face coverings</p>	<p>SBM</p> <p>Site Supervisor /Cleaners</p>	<p>Each classroom has small stock as well as isolation room. Central stock.</p>

		<p>3. 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>4. All adults travelling to and from school via public transport or school transport will be expected to wear face coverings and follow all appropriate hygiene measures required by the respective companies.</p> <p>5. In response to the new CV-19 variants which are 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>6. 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>7. Face coverings do not need to be worn:</p> <ol 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>8. For members of staff, pupils or parents who have any concerns or queries, they should discuss this with their relevant Headteacher.</p> <p>9. Safe wearing and removal of face coverings Schools have a process in place for removing face coverings and should be</p>	<p>TAs SLT</p> <p>SLT</p> <p>All Staff</p> <p>SLT</p> <p>SLT SBM</p>	<p>Advice revisited Jan and March 2021</p> <p>Plenty of stock of masks kept in school at all times. Face visors also provided for wearing in classrooms.</p>
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		<p>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.</p> <ol style="list-style-type: none"> 10. Site Supervisors and cleaners should continue to wear clothing and PPE as determined by their existing risk assessments for routine cleaning 11. Emergency PPE pack to be kept with each bubble at all times 12. Review behaviour policy and add Covid-19 addendum regarding the physical intervention of pupils during Covid-19 13. Risk assess pupils who may require physical intervention, consider a reduced timetable and communicate plans with parents 14. Log all instances of first aid treatment and physical restraint following standard procedures 15. Train staff as to when to use PPE including Physical Restraint, First Aid and Intimate Care 16. Train staff as to how to wear and dispose of PPE correctly 17. Stock levels of PPE supplies to be monitored regularly and a week’s worth of stock to be maintained at all time 		<p>Aprons/masks/gloves available for cleaning staff In place.</p> <p>Reviewed with SLT 2/3/21 Completed and communicated with parents by 8/3/21 Reminders given Mar 21 In place.</p>
I	<p>Creation of isolation space and procedure for any person(s) who become symptomatic</p>	<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. 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. 	<p>SLT</p> <p>SLT</p> <p>All Staff</p>	<p>Isolation room established and will not change.</p>

		<p>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 March 2021 wider reopening Induction guidance</p> <p>Parents and Carers:</p> <p>10. Parent letters written by CEO in consultation with Headteacher are shared with all parents in a timely manner 11. Support parents to make an informed decision about their child returning to school where either the child falls into an extremely 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> <p>Pupils:</p> <p>16. All pupils to be inducted using NPAT Covid-19 March wider Opening Induction guidance on their first morning back in school 17. Pupils working remotely should have regular guidance for on-line safety and on how to be in contact with school staff (See NPAT Remote Learning Safeguarding Guidance)</p> <p>Governors:</p> <p>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</p>	<p>CEO/SLT All Staff CEO</p> <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>CChair</p>	<p>Shared as required</p> <p>All parents of shielding children spoken to by CS. Safeguarding addendum available on school website</p> <p>Reminder sent Feb '21</p> <p>Planned for</p> <p>Regular updates sent</p>
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		<p>20. LGB/AIB will monitor the implementation of March 2021 wider reopening following guidance from the Trust</p> <p>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>		<p>Planned for</p> <p>Planned for</p> <p>Planned for</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"> Updated guidance on Covid-19 Self-Isolation to be sent to all of at the Risk Group Additional guidance for CEV COVID-19 Population Risk Assessment - NHS Digital and Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) 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 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) updated February 2021 Schools must ensure that they minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 	<p>SLT</p> <p>SLT/Admin</p>	<p>Complete In place.</p> <p>Parents advised 25/2/21 and 5/3/21 and will be reminded regularly</p>
L	Ensure all statutory pre-opening building checks are complete	<ol style="list-style-type: none"> Health and Safety checks to be carried out on the following in line with DfE guidance: <ul style="list-style-type: none"> gas 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 https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety 	Site Supervisor	<p>Regular maintenance/servicing carried out as usual Usual checks all completed Required actions will be completed as needed</p>

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NORTHAMPTON PRIMARY
ACADEMY TRUST (AFTNSHIP)

M	Update evacuation plans to ensure Social Distancing is maintained in the event of an emergency	<ol style="list-style-type: none"> 1. Update evacuation plans to reflect March 2021 wider re opening arrangements. 2. Explain to all staff and pupils new evacuation procedures assembly locations as part of their induction 3. Ensure assembly locations are clearly identified and meet Social Distancing guidance 4. Fire drills to take place within the first week of return to and/or school or wider reopening 	<p>SLT/SBM</p> <p>SLT/Teachers</p> <p>SLT/Site Supervisor</p> <p>SLT</p>	<p>Arrangements remain the same as Jan 2021.</p> <p>Completed by 12/3/21</p>
N	Ensure safeguarding is maintained for those in attendance at school and those who remain at home	<ol style="list-style-type: none"> 1. 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. 2. 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 3. LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support 4. 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>All in place</p> <p>Ongoing discussions held with parents/other services re supporting key children</p> <p>Safeguarding action plan to be reviewed/updated March 2021</p>

O	Mental Health and Well-being for Staff	1. Ensure all staff have completed an induction to understand all school procedures and expectations of them	SLT	Reminders given
		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	SLT	In place
		3. Consider regular virtual meetings to bring the staff community together	SLT	In place
		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.	SLT	
		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/	SLT	Some already accessing. Reminder that it is available.
		6. Refer staff to external counselling with Relate Northants for further support where appropriate.	SLT	
		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	Mental Health and Well-being for Children	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	Teachers	Gentle curriculum expectations in the afternoons –
		2. Consider an appropriate timetable to encompass the needs of the learners that is flexible to the individual groups where appropriate	SLT/Teachers	Clear guidance given on responsive PSHE and use of Jigsaw and other quality wellbeing resources.
		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	Teachers	
		4. Allow time for all children to reskill and rebuild their confidence as learners	Teachers	

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		<ol style="list-style-type: none"> 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>All Staff</p> <p>Teachers</p>	
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 the current pandemic. 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>	No visits planned in immediate future.
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 even if 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</p> <p>First Aiders</p> <p>Trained First Aider</p> <p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p>	<p>All classrooms/ work areas have first aid kits and accident report booklets</p> <p>First aiders working in all bubble areas.</p> <p>Office staff will be called to assist if needed.</p> <p>Gloves available in first aid kits as standard anyway/ masks to be added</p> <p>Guidance given re first aid and PPE – will be reminded.</p>



S	Suspected and Confirmed Case of Covid-19	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.	SLT	Procedures in place and understood by staff
		2. Staff, pupils, or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days.	SLT	
		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.	SLT	
		4. The Trust Central Team or CEO must be notified immediately of a positive test for Covid-19.	SLT	
		5. Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test immediately.	All Staff	
		6. If an individual has symptoms, undertakes a COVID-19 test and this is negative, they will be able to return to school.	SLT	
		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.	SLT	
		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.	SLT	
		9. Schools with two or more confirmed cases within 14 days may have an “outbreak” and should call the dedicated advice service via the DfE’s helpline.		

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 Breakfast Club and before school day 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. 	<p>WAC Leader</p> <p>WAC Leader</p> <p>WAC Staff</p> <p>WAC Staff</p> <p>WAC Leader WAC Leader WAC Staff/ SLT WAC Staff WAC Leader</p> <p>SLT</p> <p>WAC Leader WAC Staff WAC Staff WAC Staff WAC Staff WAC Staff</p> <p>WAC Staff WAC Staff WAC Leader</p> <p>WAC Leader/HT</p> <p>WAC Staff</p>	<p>All in place for internal breakfast club</p>
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		<p>16. WAC staff to implement robust hand cleaning prior to preparing food in line with Covid-19 procedures.</p> <p>17. WAC staff to ensure pupils implement robust hand cleaning prior to and after eating.</p> <p>18. WAC staff to serve food individually to each child.</p> <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>SLT</p> <p>WAC Leader WAC Leader</p> <p>WAC Staff</p> <p>WAC Staff WAC Staff WAC Staff</p>	
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See Appendices below

Appendix One Covid-19 Bubble Form

School Name:	Upton Meadows Primary School	Form Completed by:	Clare Searing	Date Completed:	2/3/21
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Bubble Number	Year Groups Involved	Number of Pupils	Number of Staff	Location	Hygiene Arrangements	Comments
1	Reception x 2 classes	42	4 +3 lunchtime (2 also Y3 and 1 also Y6)	RKB and RLB	Reception toilets and classroom sinks, hand sanitiser at both outside doors. 2x external sinks purchased for outside area. Staff – main staff toilets	PPA will commence w/b 28/9/20 – 2 additional staff will join bubble also delivering PPA in other bubbles.
2	Y1 x 2 classes (whilst inside, will remain as classes)	59	7	1AB and 1JC	Y1 toilets (one class per side rather than boys/girls) and classroom sinks, hand sanitiser at both outside doors. 2x external sinks	1 PPA staff also working in Y3 and Y6

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					purchased for outside area. Staff – Y1 disabled toilet	
3	Y2 x 2 classes (whilst inside, will remain as classes)	59	7 +1 lunchtime (also Y4)	2MF and 2SB	Y2 toilets (one class per side rather than boys/girls) and classroom sinks, hand sanitiser at both outside doors. Staff – Y2 disabled toilet	1 PPA staff also working in Y4 and Y5
4	Y3 x 2 classes (whilst inside, will remain as classes)	60	5 +3 lunchtime (1 also Reception)	3JS and 3GH	Y3 toilets (one class per side rather than boys/girls) and classroom sinks, hand sanitiser at both outside doors. Staff – Y3 disabled toilet	Sports Coach (outside work across KS2, wet weather plan allows for significant social distancing) 1 PPA staff also working in Y1 and Y6
5	Y4 x 2 classes (whilst inside, will remain as classes)	57	6 +2 lunchtime (1 also Y2 and 1 also Y5)	4PW and 4CS	Y4 toilets (one class per side rather than boys/girls) and classroom sinks, hand sanitiser at both outside doors. Staff – Y4 disabled toilet	Sports Coach (outside work across KS2, wet weather plan allows for significant social distancing) 1 PPA staff also working in Y2 and Y5

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6	Y5 x 2 classes (whilst inside, will remain as classes)	57	7 + 1 lunchtime (also Y4)	5AS and 5CP	Y5 toilets (one class per side rather than boys/girls) and classroom sinks, hand sanitiser at both outside doors. Staff – Y5 disabled toilet	Sports Coach (outside work across KS2, wet weather plan allows for significant social distancing) 1 PPA staff also working in Y2 and Y4
7	Y6 x 2 classes (whilst inside, will remain as classes)	60	7 +1 lunchtime (also Reception)	6SW and 6YG	Y6 toilets (one class per side rather than boys/girls) and classroom sinks, hand sanitiser at both outside doors. Staff – Y6 disabled toilet	Sports Coach (outside work across KS2, wet weather plan allows for significant social distancing) 1 PPA staff also working in Y1 and Y3
8	None	None	4	Main Office/HT Office	Disabled toilet in foyer/sink/hand sanitiser	N/A
9	None	None	2	Finance Office	Disabled toilet in foyer/sink/hand sanitiser	N/A
10	None	None	3	ELSA room/DHT office/library	Main toilets/sinks/hand sanitiser	N/A
11						
12						
13						

14						
15						
16						
17						
18						

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						
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							