



Greasby Infant School Barker Lane, Greasby, Wirral CH49 3NX	Date assessment Undertaken: 29.11.21	Assessment undertaken by : Jeanne Fairbrother J. Hall
Activity or situation: RA 029A Omicron Variant Full Opening of School v1 29th Nov 2021	Review date: Half termly review or as appropriate	Signature: <i>J. Hall</i>

Background information

This update is in response to the DfE update on 29th November 2021 due to the new Omicron variant. DfE Schools operational guidance updated 08.59 29th Nov 2021.

School Opening

DfE guidance for schools during the coronavirus COVID 19 pandemic has been that schools are required to have a full school opening risk assessment which is regularly reviewed and updated, treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

This risk assessment applies to:

- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- 16 to 19 academies
- infant, junior, middle, upper schools

Please note that this risk assessment has been created in line with the current guidance. It contains sample control measures that fit with the DfE system of controls. One size does not fit all, and schools should make this model risk assessment their own and reflect any local measures, particularly local HPT's guidance.

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- **NEW** DfE (2021) 'Schools COVID-19 operational guidance'
- **UPDATED** DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfE (2021) 'Face coverings in education'
- **UPDATED** 'Actions for out of school settings'

See **UPDATED** sections.

Legislation and guidance

Health and Safety at Work Act etc. 1974

Management of H&S at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

DfE Actions for schools plus associated COVID 19 Guidance

Public Health England Guidance

N.B. All risk assessments referred to within this document have been revised and are available on our website www.jeannefairbrotherassociates.com

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
Failure to assess the risks of COVID 19 transmission (including Omicron) in school.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School has assessed the reasonably foreseeable risks of transmission of COVID 19 • The risk assessment is regularly reviewed as circumstances in school and the public health advice changes. • School monitors whether the controls in place are effective. 	3X2=6	
Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School has a Coronavirus (COVID-19) Contingency Plan risk assessment. See RA 029B Contingency plan latest version (<i>also known as an outbreak management plan</i>) if restrictions need to be implemented due to COVID 19 variants outbreak. • Remote education plans are in place for pupils who are self-isolating or shielding. 	3X2=6	

		<ul style="list-style-type: none"> School will call the DfE helpline on 0800 046 8687 selecting option 1 for advice on the action to take in response to a positive case who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan. School will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities. <ul style="list-style-type: none"> Wirral schools contact Wirral LA Covid helpline 0151 666 3600 Email: covidschoolsupport@wirral.gov.uk Public Health and the Local Authority will be informed of any outbreaks via NHS T&T 		
Communication	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School follows latest DfE, PHE & Gov.uk, Merseyside & Cheshire PH Team and LA guidance RA 029A Omicron Variant Full Opening of School v1 published to website & shared with unions, LA & governors. Clear communication sent to parents and pupils with a link on the school website covering all aspects of how school will function. Regular staff briefings held to cover any changes to arrangements. School has shared with all staff the measures in place and involved staff & the governing body in that process. A record is kept of all visitors and contractors that come to the school site. 	3X2=6	<p>Share up to date RA with all staff 30.11.21</p> <p>Write to parents on 1.12.21 with latest guidance update in newsletter and RA on website</p> <p>Keep a record of parents attending school events</p>
Wellbeing - staff & pupils	Staff & pupils exposed to mental health issues due to COVID 19	<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to the Headteacher. The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic through the Jigsaw PHSE programme and weekly sessions. Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. 	2X2=4	

		<ul style="list-style-type: none"> Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. Staff surveys are sent out to assess how they feel about being on the school site and enable the SLT and Governing Body to act on any concerns staff EAP is available for all staff as required Staff Wellbeing Team will be used to plan and organise a variety of staff wellbeing activities throughout the year. 		
Face coverings	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> Staff and adult visitors should wear a face covering when moving around the premises, outside of classrooms, such as in corridors and communal areas. Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. School outbreak management plans cover the possibility of face coverings being reintroduced: <ul style="list-style-type: none"> transparent face coverings can also be worn. face visors or shields can be worn only after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt. School has a supply of face coverings available Clear instructions are provided on how to put on, remove, store, and dispose of face coverings. 	2x2=4	
PPE	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> Most staff in education, childcare and children's social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> If a child, young person or student becomes ill with COVID 19 symptoms and only if close contact is 	2x2=4	

		<p>necessary</p> <ul style="list-style-type: none"> When working with pupils who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. Staff are trained in correct use and disposal of PPE. 		
School fails to ensure good hygiene & cleaning standards in school to reduce risk of transmission.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>Hand hygiene -</p> <ul style="list-style-type: none"> School will continue to ensure that staff & pupils maintain high standards of hand hygiene. Suitable facilities are provided for individuals to wash/sanitise their hands regularly Pupils are supervised, where appropriate, to use hand sanitizer safely. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> School emphasises the 'catch it, bin it, kill it' approach with bins & tissues available. <p>Cleaning</p> <ul style="list-style-type: none"> School will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas. Appropriate cleaning schedules are in place and include regular cleaning of areas and equipment ✓ Enhanced cleaning schedule in place -more frequent cleaning of rooms and shared areas. ✓ Contact points and frequently touched surfaces are being cleaned more frequently. ✓ All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use 	3x2=6	<p>Ensure "catch it, bin it, kill it" posters are visible around school</p> <p>Caretaker and cleaners to check supplies and maintain stocks informing MF if orders need to be made.</p>
Social distancing	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School has planned and risk assessed carefully following the latest DfE/PHE guidance School will consult Local Authority COVID helpline for specific advice if required Assemblies are now taking place twice a week and singing was introduced after half term. Hymn Practice takes place on a weekly basis but still only 	3X2=6	

		<p>with KS1.</p> <ul style="list-style-type: none"> • Staggered lunch and breaks to limit numbers do not need to take place, although different year groups go for lunch at different times usually anyway. • Normal opening and closing procedures have resumed, where we have a staggered start to the day – doors open from 8.45. • Staff do not need to work with only one group/bubble • Staff meetings/briefings will continue to take place in the school hall (larger, well-ventilated space). • The staffroom will be available for all staff, but it is expected that staff will be sensible and respect others personal space. • Meetings will continue to be a mixture of virtual and face to face as appropriate. • Teaching or holding meetings will continue in well-ventilated areas wherever possible, such as outdoors or indoors with windows open. <p>School has outbreak management plans in place to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. See RA 029B Contingency Plan</p>		
Events in school	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School has planned and completed a separate risk assessment for any events held in school and has carefully following the latest DfE/PHE guidance • School will consult Local Authority COVID helpline for specific advice if required on holding events • Curriculum Afternoons and Harvest Festival have been risk assessed and specific measures put in place e.g. one parents per family, face coverings must be worn, hands sanitised and LFT taken where possible. The hall was set up so that social distance could be maintained. • Christmas performances and events have been risk assessed following the same procedures as for curriculum afternoons. Parents notified and informed that if circumstances change, invitations may need to be withdrawn. 	3X2=6	

Ventilation - failure to ensure all occupied spaces are well ventilated.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • When school is in operation, it is well ventilated with comfortable teaching environments. • Poorly ventilated spaces have been identified e.g. stock cupboards/intervention rooms. These rooms should only be used for a short time and the door left open to provide fresh air. Windows should be opened where possible. • When holding events where visitors are on site e.g. school plays, ventilation is increased. • School opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation. • During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced; opening higher vents, arranging seating away from draughts. • In cooler weather to reduce thermal discomfort caused by increased ventilation, pupils can wear additional, suitable indoor items of clothing in addition to their usual uniform • Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. Classroom windows to be fully opened during break and lunchtimes. • Outside space will be used, where practical. • Co2 monitors have just been provided by the DfE and will be used to help identify where a space is poorly ventilated with schools encouraged to take steps to improve ventilation if CO2 readings are consistently high. Check manufacturers' instructions. <p><i>See The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak & CIBSE COVID advice provides more information.</i></p>	3X2=6	
NHS Test & Trace - School failing to manage tracing close contacts	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Close contacts in schools are now identified by NHS Test and Trace and education settings are not expected to undertake contact tracing • NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. • Contacts from a school setting will only be traced by NHS 	3X2=6	

		<p>Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</p> <ul style="list-style-type: none"> • School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. • They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. • Schools may be advised by their local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19. • For everyone else, isolation rules are unchanged. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, and any of the following apply: <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons • Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. • School will encourage all individuals to take a PCR test if advised to do so. • Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school and have been identified as a close contact of 		
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		<p>someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, should continue to attend school as normal.</p> <ul style="list-style-type: none"> • 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday. • School will continue to work with the local director of Public Health & local HP Teams (Jane Harvey, Assistant Director: Consultant in Public Health, Wirral Council E: janeharvey2@wirral.gov.uk For public health enquiries: wirralpublichealth@wirral.gov.uk) in the case of a local outbreak and if the area becomes an Enhanced Support Area. If there is a substantial increase in the number of positive cases in a setting or in the case of a local outbreak and if the area becomes an Enhanced Support Area. • Anyone in school who displays symptoms is encouraged to get a PCR test 		
Asymptomatic testing	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School makes clear that testing is voluntary. • Staff in all education settings are encouraged to test twice weekly at home, 3-4 days apart. • Staff to continue to test during the Christmas holidays and prior to returning to school on 4th January and notify the Headteacher if positive. • Testing kits are stored securely in school at the correct temperature. • A test kit log is in use and data held is stored in line with the school's Data Protection Policy. <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> • Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. • They will also need to get a free PCR test to check if they have COVID-19 & self-isolate until they get the result. 	2x2=4	

		<ul style="list-style-type: none"> If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school if they do not have COVID-19 symptoms. 		
School fails to follow public health advice on managing confirmed cases of COVID-19.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> Parents are informed via email and on the school website of how the school responds to confirmed cases of coronavirus School follows local public health advice and the headteacher contacts the DFE Helpline/local HP Team advice line immediately in the event of a positive test to carry out a rapid risk assessment and identify appropriate next steps. <p>Whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 	3X2=6	
Contact with potential or confirmed coronavirus cases in school	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> If anyone in the school develops coronavirus symptoms while at school, this is managed in line with local and national guidance. They are: <ul style="list-style-type: none"> sent home and advised to arrange a PCR test as soon as possible advised to follow the guidance for households with possible or confirmed coronavirus infection. advised to arrange a PCR test as soon as possible. If a pupil is awaiting collection, they will be left in a well-ventilated room on their own if possible and, if safe to do so. Appropriate PPE will be used if close contact is necessary. Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member 	3X2=6	

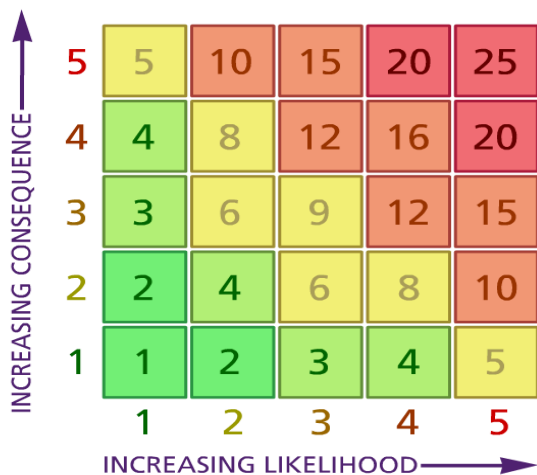
		<p>of their family or household.</p> <ul style="list-style-type: none"> Any rooms used are cleaned thoroughly after they have left. Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser. Staff members or pupils who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms. School can take the decision if a parent or carer insists on a pupil attending, to refuse the pupil, if in its reasonable judgement the pupil poses a risk of infection to the school community. 		
Pregnant staff inadequate measures in place	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. See RA 026 New & Expectant member of staff. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. Staff who are in the below categories should take a more precautionary approach: <ul style="list-style-type: none"> partially vaccinated or unvaccinated >28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation School will undertake a workplace risk assessment for the above staff (See RA 026), and where appropriate consider both how to redeploy them and how to maximise the potential for homeworking, wherever possible. The above principles on protecting pregnant staff also apply to pregnant pupils. Pregnant staff are encouraged to get vaccinated if possible. 	3X2=6	
Previously shielding staff.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> The shielding programme has now come to an end and adults previously considered CEV should, as a minimum, continue to follow the same guidance as everyone else. 	2X2=4	

		<ul style="list-style-type: none"> Staff previously considered CEV may wish to consider taking extra precautions and school will explain the measures they have in place to keep staff safe at work. 		
Previously shielding pupils	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the Shielded Patient List 	3X2=6	
Educational visits	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	A full and thorough risk assessments in relation to all educational visits is carried out to ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. See Edsential Evolve for further assistance. lotc@edsential.co.uk or tel 0151 541 2170 Ex 4	3X2=6	Any educational visit plans will be reviewed in the light of up to date guidance before taking place.
Staff and Pupils returning to the UK from abroad	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	Any staff or pupils arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine.		
Extracurricular activities & Out-of-school settings and wraparound provision - inadequate measures in place.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School works with Greasby Junior School who provide before and after-school educational activities and wraparound childcare for all pupils in groups of any number in line with current government guidance and system of controls Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. School ensures third parties who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. School requests a copy of their COVID 19 risk assessment 	2x2=4	

Curriculum - Music, drama, science & DT, and sporting activities	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p><i>Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, schools should be particularly careful to follow the general guidance on keeping safe.</i></p> <p>Music</p> <ul style="list-style-type: none"> • School & staff are aware that there is evidence to suggest that singing increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • School has completed RA 023 Music in schools COVID 19 and ensures the relevant protective measures are in place. Whole school singing activities will take place and up to date guidance reviewed on a regular basis. <p>Dance & Drama</p> <ul style="list-style-type: none"> • Risk assessments are in place and ensures the relevant protective measures are in place. <p>Sports</p> <ul style="list-style-type: none"> • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. • Sports equipment is thoroughly cleaned between each use. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • School works with external coaches, clubs and organisations for curricular and extracurricular activities and considers 	3X2=6	Risk assessments updated for Christmas Concerts
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		<p>how such arrangements operate within the school's wider protective measures.</p> <ul style="list-style-type: none"> Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. <p>Science</p> <ul style="list-style-type: none"> Follows latest guidance from CLEAPSS in addition to system of controls in school. <p>GL343 - Guide to doing practical work during the COVID-19 Pandemic – Science (New version)</p> <p>DT</p> <ul style="list-style-type: none"> Follows latest guidance from CLEAPSS in addition to system of controls in school. <p>GL344 Guidance on practical work during the COVID-19 pandemic - D&T</p>		
Protective measures in early years	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> The setting is not required to arrange children and staff in small, consistent groups. Children are supervised when washing their hands or using hand sanitiser. Disposable tissues are available and 'catch it, bin it, kill it' is encouraged through signage and prompting. Enhanced cleaning schedule is in place to include food preparation areas, dining areas and table coverings. Surfaces, toys, books, doors, sinks, toilets, and light switches are cleaned more regularly, using disinfectant. Activities that involve malleable materials for messy play, e.g. sand, mud, and water, are risk assessed. See RA 053 <p>Sand & messy play</p> <ul style="list-style-type: none"> Frequently touched surfaces, equipment, tools, and resources for messy play are thoroughly cleaned and dried before they are used by a different group. All items that are laundered are washed in line with government guidance and are not shared by pupils between washes. If a child attends more than one pre-school setting, the settings work together with parents to address any risks 	3X2=6	

		identified, allowing them to jointly deliver appropriate care.		
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Risk Rating	Action Required
20 - 25	Unacceptable – stop activity and make immediate improvements
10 - 16	Urgent action – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	Action – Improve within specific timescales
3 - 4	Monitor – but look to improve at review or if there is a significant change
1 - 2	Acceptable – no further action but ensure controls are maintained & reviewed

Likelihood:

5 – Very likely

4 – Likely

3 – Fairly likely

2 – Unlikely

1 – Very unlikely

Consequence:

5 – Catastrophic

4 – Major

3 – Moderate

2 – Minor

1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) ACTION PLAN

	5. Action plan	Responsible	Completed
1	Share up to date RA with all staff 30.11.21	J. Hall	
2	Write to parents on 1.12.21 with latest guidance update in newsletter and RA on website	M. Fisher	
3	Keep a record of parents attending school events	M. Fisher	
4	Ensure “catch it, bin it, kill it” posters are visible around school	J. Hall	
5	Caretaker and cleaners to check supplies and maintain stocks informing MF if orders need to be made.	P. Davies & M. Fisher	
6	Any educational visit plans will be reviewed in the light of up to date guidance before taking place.	All teaching staff	
7	Risk assessments updated for Christmas Concerts	All teaching staff	
	Action plan agreed by (NAME & DATE) J. Hall 30.11.21		