

## NPAT Covid-19 Risk Assessment – September 2021

School Name:	Person Completing Assessment:	Date Assessment Completed:
<p>This risk assessment has been developed on best available scientific and government guidance along with industry best practice, information and should be read in conjunction with the following guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.</p> <p><u>Schools COVID-19 operational guidance</u> (<a href="https://publishing.service.gov.uk">publishing.service.gov.uk</a>)</p>	Joanne Fennelly	18.07.2021

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 at all times.

This risk assessment was drawn up on 15.07.21, subsequent amendments relating to updated guidance will be marked by using the colour scheme below:

Date of updated guidance

Date of updated guidance

Date of updated guidance

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

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

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

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Area	What are the hazards?	Risk Mitigation	Actions Required to Manage the Risk Mitigation	Action Owner(s)	Date Completed
A	Failure to comply with government Covid-19 guidance or internal policy	Follow government Covid-19 guidance	<ol style="list-style-type: none"> <li>1. Ensure all staff read Covid-19 Sept 21 Risk Assessment and relevant DfE and NPAT guidance inc. safeguarding and behaviour addendum and remote learning policy</li> <li>2. Ensure all parents are informed of the Covid-19 Sept 21 protocols for each school.</li> <li>3. All schools make any necessary changes to your control measures applying the system of controls. (Sept 2021)</li> <li>4. All staff to sign to say they have read the above documents.</li> <li>5. Remote education expectations: to be on website</li> <li>6. Ensure all staff have LFD testing supplies and are aware how to obtain replacements</li> <li>7. Encourage twice weekly LFD testing of all staff on site, including school/national reporting of results</li> <li>8. Ensure all staff are aware that the government has removed the requirement to wear face coverings in law, but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated school transport.</li> <li>9. Staff to provide details of vaccination status if required.</li> </ol>	<p>All Staff</p> <p>HT</p> <p>HT</p> <p>All staff Admin HT HT</p> <p>HT</p>	All below 20.07.21
				All staff	
B	Transmission of COVID 19 on school site	Maintain system of controls to minimise transmission	<ol style="list-style-type: none"> <li>1. Any risk group member who have tested positive for COVID-19 via an LFD test should undertake a confirmatory PCR is required within 2 days.</li> <li>2. Where the PCR is positive, the risk group member is not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; and until the person is free from COVID 19 symptoms.</li> <li>3. If a staff member or pupil has a positive COVID-19 test (PCR), NHS test and trace will work with the positive case to identify close contacts. Schools will only be requested to assist in exceptional circumstances, or in liaison with PHE in the case of an outbreak.</li> </ol>	<p>All staff</p> <p>All staff</p> <p>HT</p>	All below 20.07.21

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			<p>4. Any person arriving at school exhibiting symptoms will be required to return home and obtain a COVID-19 test (PCR) immediately.</p> <p>5. If an individual has symptoms, undertakes a COVID-19 test (PCR) and this is negative they can return to school once the individual does not have COVID 19 symptoms.</p> <p><a href="#">Government self-isolation guidance</a></p> <p>6. NPAT CEO must be notified immediately of a positive test for Covid-19.</p> <p>7. Schools with two or more confirmed cases within <b>14</b> days <i>may</i> have an “outbreak” and should call the dedicated advice service via the DfE’s helpline</p>	<p>All staff</p> <p>All staff</p> <p>HT</p> <p>HT</p>	
C	Vulnerable risk group members contracting COVID-19 from being in school	Have effective communication practices to minimise risks	<p>1. Staff and pupil information collated to determine individuals that are clinically extremely vulnerable (CEV). New starters to be added to existing information held. Existing employee information to be updated.</p> <p>2. Where CEV persons are identified an individual risk assessment to be put in place to provide adequate controls within school. Support to be sourced from YMD Boon to review controls.</p> <p>3. Where pregnancy risk assessments have been completed, ensure these are reviewed regularly in line with risks and guidance. See specific guidance for pregnant employees. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p>	<p>HT</p> <p>HT</p> <p>HT</p>	All below 20.07.21
D	Ineffective personal hygiene measures	Maintain effective personal hygiene routines	<p>1. Frequent and thorough hand cleaning must continue to be regular practice.</p> <p>2. Staff and pupils encouraged to follow the Catch it, Bin it, kill it approach.</p> <p>3. Age appropriate posters &amp; documentation are displayed by sinks to show how to effectively wash hands.</p> <p>4. Where pupils are to use hand sanitiser this should be done under adult supervision</p> <p>5. Consider use of NHS Handwashing video: <b><a href="#">NHS video</a></b></p> <p>6. Identify toilet facilities to be used pupils, staff and visitors</p>	<p>All staff</p> <p>All staff</p> <p>HT</p> <p>All staff</p> <p>HT Admin</p>	All below 20.07.21

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			<p>7. Hand sanitiser should only be used where hand washing facilities are not available</p> <p>8. Only liquid soap permitted in school with hand drying done with hand dryers or disposable paper towels</p> <p>9. Staff assigned to refill soap and hand sanitiser dispensers throughout the day</p> <p>10. Support identified for those children who require extra help with washing their hands</p>	<p>Admin</p> <p>Admin</p> <p>Admin</p> <p>All staff</p>	
E	Possible contamination in school environment	Maintain effective environment hygiene measure	<p>1. Hand sanitiser to be available at reception for visitors to use on arrival before signing in.</p> <p>2. Ventilation is to be maintained either by mechanical ventilation adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. During occupied times windows should be opened enough to provide background ventilation, during unoccupied times (during the school day) windows should be fully opened. Internal and external doors can be kept open to assist as this will increased ventilation. <b>Note: If fire doors are kept open, this will only be done when the room is occupied and nominated person will be responsible for closing them when leaving the area or when fire alarm sounds.</b></p> <p>3. Maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example twice a day) with a particular focus on frequently touched surfaces.</p> <p>4. Cleaning regimes should be clearly documented to reflect times of day cleaning is taking place and who is responsible for the task.</p> <p>5. Desks, tables etc should be sanitised between 'shifts' if shared.</p> <p>6. Hand sanitiser to be provided wherever handwashing facilities not available, and within all office environments – clear documentation in place to encourage use.</p> <p>7. 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>Admin</p> <p>All staff</p> <p>HT</p> <p>HT</p> <p>All staff</p> <p>Admin</p> <p>All staff</p>	All below 20.07.21

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F	Possible contamination by close contact when providing first aid to persons in isolation room awaiting collection	Clear contamination minimisation measures in place	<ol style="list-style-type: none"> <li>1. When providing first aid to persons in isolation consider wearing appropriate PPE.</li> <li>2. Equipment and furniture to be sanitised between use.</li> <li>3. Appropriate range of PPE to be provided – sanitised between use/disposable. Could include: goggles, aprons, gloves etc.</li> <li>4. Normal procedures for First Aid, Intimate Care to be followed.</li> </ol>	<p>First Aiders</p> <p>HT</p> <p>Admin</p> <p>All staff</p>	All below 20.07.21
G	Possible contamination from a symptomatic person on site	Clear contamination minimisation measures in place	<ol style="list-style-type: none"> <li>1. Symptomatic person should not be on site – see first section.</li> <li>2. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated ventilated room, isolated.</li> <li>3. Isolating room to be ventilated between usage.</li> <li>4. Should a pupil become symptomatic whilst at school they will be isolated in a ventilated room supervised by a staff member. Consider wearing a fluid resistant surgical face mask, disposable gloves, and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap.</li> <li>5. Staff member supervising will then remove all PPE and dispose (see contaminated waste) and will wash hands.</li> <li>6. Communicate information regarding how to obtain a Covid-19 PCR test.</li> <li>7. If a parent/carer insists on a pupil attending school with symptoms, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection.</li> </ol>	<p>All staff</p> <p>All staff</p> <p>Admin</p> <p>All staff</p> <p>All staff</p> <p>HT</p> <p>HT</p>	All below 20.07.21
H	Insufficient or inappropriate PPE available or misuse of PPE	Clear protocols in place regarding use/ordering of PPE	<ol style="list-style-type: none"> <li>1. Disposable gloves, aprons, goggles/visors, and masks are available for use as identified required.</li> <li>2. Nominated persons to be responsible for ordering and restocking of supplies.</li> <li>3. Consider use of WHO video for masks <a href="#">WHO video</a></li> </ol>	<p>HT</p> <p>Admin</p> <p>HT</p>	All below 20.07.21

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			<ol style="list-style-type: none"> <li>Site Supervisors and cleaners should continue to wear clothing and PPE as determined by their existing risk assessments for routine cleaning</li> <li>Risk assess pupils who may require physical intervention, consider a reduced timetable and communicate plans with parents</li> <li>Log all instances of first aid treatment and physical restraint following standard procedures</li> <li>Train staff as to when to use PPE including Physical Restraint, First Aid and Intimate Care</li> <li>Train staff as to how to wear and dispose of PPE correctly</li> </ol>	<p>Admin</p> <p>HT</p> <p>Admin</p> <p>HT</p> <p>HT</p>	
I	Ineffective management of potentially contaminated waste	Effective waste management system in place	<ol style="list-style-type: none"> <li>Define secure area</li> <li>Standard waste will continue to be managed in line with existing arrangements.</li> <li>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in a secure area for 72 hours prior to placing in bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</li> </ol>	<p>HT</p> <p>Admin</p> <p>HT</p>	All below 20.07.21
J	School space usage is ineffective at minimising possible contamination	Use of classrooms, teaching space and outdoor facilities to minimise transmission and are staffed appropriately to meet requirements of effective safeguarding, teaching and learning and health and safety	<ol style="list-style-type: none"> <li>Consider cross contact between pupils and adults.</li> <li>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.</li> <li>Adults should continue to practice sensible social distancing where possible.</li> <li>Please see section 1 re face covering. Face coverings can be encouraged for visitors to site in line with government guidance wording but the wearing of face covering should not be enforced.</li> <li>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</li> <li>Bubbles are no longer required to enable flexibility with curriculum delivery, and therefore assemblies and mixing at lunch can resume. PHE advice to be followed regarding any re-introduction of bubbles in case of local outbreak.</li> </ol>	<p>HT</p> <p>All staff</p> <p>All Staff</p> <p>All Staff</p> <p>SLT</p> <p>HT</p>	All below 20.07.21

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			<p>7. Toilet and hygiene facilities use to be considered in line with cleaning requirements.</p> <p>8. Lunch arrangements to be considered in line with staffing/local context.</p> <p>9. Staffroom facilities to be considered in line with staffing/local context.</p> <p>10. Outdoor play areas to be considered in line with staffing/local context.</p> <p>11. External classroom doors to be used where possible for entering/exiting the building</p> <p>12. Equipment/resources usage in classes to be considered in line with local context.</p> <p>13. Pupils learning remotely and that are eligible for free school meals will continue to receive care package provision.</p> <p>14. All extra curricular activities can be resumed.</p> <p>15. Minimise books and equipment that are taken home</p> <p>16. Where IT equipment has to be shared it should be thoroughly wiped down prior to being used by another operator.</p> <p>17. Minimise the amount of equipment that children bring into school</p> <p>18. Staff should use their own mugs, glasses, plates and cutlery and be responsible for the cleaning of them immediately after use</p> <p>19. Additional cleaning of toilets to be undertaken throughout the school day as appropriate</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>All staff</p> <p>HT</p> <p>HT</p> <p>Admin</p> <p>HT</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Admin</p>	
K	Pupils do not regularly attend school	School Attendance is managed effectively	<p>1. School attendance will be mandatory for all pupils of compulsory school age. The usual rules on school attendance will apply.</p> <p>2. Schools are still 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.</p> <p>3. Schools should offer pastoral support to pupils who are self-isolating/quarantining.</p> <p>4. Staff to arrive by designated time prior to pupil arrival subject to contracted hours.</p> <p>5. Any staff working from home are expected to work their contracted working hours.</p>	<p>All Staff</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>All staff</p> <p>All staff</p>	All below 20.07.21

			<p>6. Staff should avoid non-work-related social media activity during working hours. (see NPAT Acceptable Use Policy)</p> <p>7. Staggered starts/finishes to the school day are no longer necessary but can be considered for local context however should not shorten the school day/session times.</p> <p>8. Parents informed of system to be in place to cover late arrivals and children not collected on time</p> <p>9. Use as many external doors as possible for entrance/exits.</p> <p>10. Parents encouraged not to enter the school buildings and to drop off and leave as quickly as possible at the start and end of the day once children are collected.</p> <p>11. Absence code X to be used in case of self isolation/quarantining.</p> <p>12. Absence code I to be used if confirmed case of Covid-19.</p> <p>13. Absence code Y to be used if pupil abroad and unable to return due to Covid restrictions.</p> <p>14. Pupils using dedicated school transport should adopt measures that are appropriate to their different circumstances within the dedicated school transport service provided by the local authority.</p> <p>15. Parents/carers encouraged to continue use of email or telephone to contact the school's office rather than in person where possible.</p> <p>16. Visitors to the school to be kept to a minimum. If visitors do attend then visitor health and safety guidance must be strictly adhered to (including deliveries and suppliers)</p> <p>17. Daily routine procedures shared with staff and parents prior to child/children returning to school</p> <p>18. All CEV pupils should attend their education setting unless one of the small number of pupils who have been advised not to attend.</p> <p>19. Follow NPAT Absence Management policy for non-Covid-19 absence</p> <p>20. Contingency plan developed to cover staff absence/sickness</p> <p>21. Staff requesting dependent leave due to isolation requirements within the home should provide evidence to this effect. Individual discussions should take place with the staff member to facilitate maximum availability to work, but NPAT will honour four days paid</p>	<p>All staff</p> <p>HT</p> <p>HT</p> <p>All staff</p> <p>HT</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>HT</p> <p>Admin</p> <p>HT</p> <p>HT</p> <p>All staff</p> <p>HT</p> <p>HT</p> <p>All staff</p>	
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			<p>leave for this reason for absence (rather than the two days stipulated in the NPAT Absence Policy), to be reviewed for September 2022.</p> <p>22. All tables are to be wiped down before and after eating.</p> <p>23. Families travelling abroad should be reminded to bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p>	All staff Admin	
L	Effective communication with school community not in place	Clear communication with Risk Group to explain procedures, provide reassurance and reduce anxiety	<ol style="list-style-type: none"> <li>1. Consideration should be made to keeping staff meetings virtual where possible.</li> <li>2. Communicate procedures for self-isolation if a member of staff or a pupil tests positive for Covid-19</li> <li>3. Access to well-being and mental health support communicated and shared with staff via NPAT Newsletters</li> <li>4. Regular communication from the CEO and Central Team</li> <li>5. Clear communication methods identified and shared with staff so that they can express any concerns outside planned meeting times with SLT and also with the Central Team</li> <li>6. Minimise time staff are in school</li> <li>7. Consider whether meetings with parents can be held virtually or by phone</li> <li>8. Parent letters are shared with all parents in a timely manner</li> <li>9. Details provided of safeguarding measures in place to mitigate risk of infection from Covid-19</li> <li>10. Clear expectations for pupils and parents have been shared</li> <li>11. Clear communication methods identified and shared with parents and carers so that they can express any concerns or ask any questions</li> <li>12. All pupils to be inducted using the Sept 21 NPAT Covid-19 risk assessment on their first morning back in school</li> <li>13. 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)</li> <li>14. Trustees/Governors to be kept up to date on Covid-19 procedures and developments within school</li> <li>15. Consider whether Board/LGB/AIB meetings are to continue virtually in line with the NPAT Virtual Meeting Policy</li> </ol>	<p>HT</p> <p>HT</p> <p>HT</p> <p>Central HT</p> <p>All staff All staff</p> <p>Admin HT</p> <p>HT HT</p> <p>All staff</p> <p>All staff</p> <p>HT</p> <p>HT/CEO</p>	All below 20.07.21

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			<p>16. Board/LGB/AIB will monitor the management of NPAT Sept 2021 Risk Assessment.</p> <p>17. Consider whether LGB/AIB in person monitoring activities are appropriate dependent on local context.</p>	<p>Board/Govs</p> <p>HT/CEO</p>	
M	Emergency plans do not reflect Covid-19 restrictions	Review evacuation plans for use in the event of an emergency	<p>1. Update evacuation plans to reflect Sept 2021 Risk Assessment.</p> <p>2. Explain to all staff and pupils new evacuation procedures assembly locations as part of their induction</p> <p>3. Ensure assembly locations are clearly identified</p> <p>4. Fire drills to take place within the first week of return to school</p>	<p>SLT/SBM</p> <p>SLT/Teachers</p> <p>SLT/Site Supervisor</p>	All below 20.07.21
N	Safeguarding measures do not minimise risk to pupils	Ensure safeguarding is maintained for those in attendance at school and those who remain at home	<p>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.</p> <p>2. To identify actions required to ensure sufficiency in meeting increased demand for support where pupils have been identified:</p> <ul style="list-style-type: none"> <li>• At risk of exclusion</li> <li>• In need of early help</li> <li>• Have additional needs such as behaviour, sensory impairment etc.</li> <li>• Exhibiting mental health and well-being issues</li> <li>• In need of bereavement counselling</li> <li>• Meeting the social care thresholds</li> </ul> <p>3. LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support</p> <p>4. Action plan in place to ensure increased needs are addressed and DSL capacity is made available in schools to respond</p>	<p>All Staff</p> <p>SLT/DSL</p> <p>DSL</p> <p>SLT</p>	All below 20.07.21

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			5. Staff to keep open communication with parents to share any observations or concerns where appropriate	Teachers	
Q	Pupils do not benefit from wider enrichment curriculum	Educational Visits and Activities timetable to be in place	<ol style="list-style-type: none"> <li>1. Risk assessments to be undertaken for all activities/trips and to include appropriate public health advice, such as hygiene and ventilation requirements.</li> <li>2. Ensure adequate financial protection in place for all new visits/trips planned.</li> <li>3. Consider implications of potential changes to public health guidance, government guidance, travel restrictions on any trip/visit planned.</li> </ol>	SLT/CEO  SLT  SLT	All below 20.07.21
T	Pupils unable to access Wrap Around Care (WAC)	WAC to be in place in line with pre-COVID offer	<ol style="list-style-type: none"> <li>1. All families can access wraparound care for the children without restriction on the reasons they wish to attend.</li> <li>2. Any person arriving at WAC exhibiting symptoms will be required to return home and obtain a COVID-19 PCR test immediately and follow same process as in section B.</li> <li>3. WAC operators to follow same processes as the whole school in terms of the NPAT Sept 2021 risk assessment if internally run.</li> <li>4. WAC operators to follow processes in line with government and PHE guidance applicable at the time if externally run.</li> </ol>	All staff  WAC Leader  WAC Leader  WAC Leader	All below 20.07.21

S