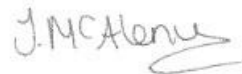


## RISK ASSESSMENT RECORDING FORM

Location or School Address: <b>Gayton Primary School</b>	Date assessment Undertaken <b>10<sup>th</sup> December 2021</b>	Assessment undertaken. by: Jeanne Fairbrother and Jennie McAleny
Activity or situation <b>Contingency Plan COVID 19- Plan B v5 8<sup>th</sup> Dec 2021</b>	Review date: <b>Weekly review or as appropriate for the activity</b>	Signature: 

### Background information

The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8th December that **Plan B**, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this updated **RA 029B Contingency Plan COVID 19- Plan B v5 8<sup>th</sup> Dec 2021**. This advice remains subject to change as the situation develops.

The **DfE Contingency framework**: education & childcare settings guidance was updated 3<sup>rd</sup> December 2021. The contingency framework describes the principles of managing local outbreaks of Coronavirus (COVID-19) (including responding to variants of concern) in education and childcare settings, covering:

- the types of measures that settings should be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

### **UPDATED – Plan B Changes 8th Dec 2021**

All education and childcare settings should already have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission.

COVID-19 resilience and planning is now more important than ever. Settings do not need to reformat their existing contingency plans to specific templates, but the plans should be kept robust and up to date in light of the advice set out here.

A good plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place

For each control measure you should include:

- actions you would take to put it in place quickly
- how you would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled
- how you would communicate changes to children, pupils, students, parents, carers and staff

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 government guidance. It contains sample control measures that fit with the system of controls contained in Government guidance. One size does not fit all, and schools should make this model risk assessment their own and reflect specifics of what they are doing and any local guidance, particularly from local HPT's in line with DfE expectations.**

### **Important**

The DfE use the terms '**must**' and '**should**' throughout their guidance. The term '**must**' for when the person in question is legally required to do something and '**should**' when the advice set out should be followed unless there is a good reason not to.

Control measures in **purple** indicate different measures are in place for different settings. Please choose the setting that applies and delete the others to make this reflect your school/setting.

### **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

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>
<p>Collaboration with local authorities during localised outbreak of COVID 19 cases</p> <p><b>All settings unless indicated</b></p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p><b>All settings unless indicated</b></p> <ul style="list-style-type: none"> <li>Local authorities, directors of public health (DsPH) and PHE health protection teams (HPT's) are responsible for managing localised outbreaks.</li> <li>School liaises and responds to guidance from DsPH&amp; local HPT's</li> </ul>	3X2=6	
<p>Failure to assess the risks of COVID 19 transmission in school and have control measures in place.</p> <p><b>All settings unless indicated</b></p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p><b>All settings unless indicated</b></p> <ul style="list-style-type: none"> <li>School has assessed the reasonably foreseeable risks of transmission of COVID 19. See <b>RA 029A School opening Omicron variant Dec 2021</b>. This is shared with all staff and stakeholders.</li> <li>The risk assessment is regularly reviewed as circumstances in school and the public health advice changes.</li> <li>School monitors whether the controls in place are effective and working as intended.</li> <li>School seeks support from HS advisors as required.</li> </ul> <p><b>Baseline measures</b></p> <p>As per DfE School's <a href="#">operational guidance</a> school/college has in place measures to manage transmission of COVID-19. These include:</p> <ul style="list-style-type: none"> <li><b>Primary /Early years</b> Staff should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged.</li> <li><b>All settings</b> Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. Schools will need to be prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.</li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>• <b>All settings</b> Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case (unless the positive case is a suspected or confirmed case of the Omicron variant of COVID-19). They will be strongly advised to take a PCR test and, if positive, will need to isolate. Further guidance for <a href="#">close contacts of someone who has tested positive and lives in the same household</a>, and for <a href="#">those who do not live together</a> is available.</li> <li>• <b>All settings</b> should continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated,</li> <li>• <b>All settings</b> School continues strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases and vaccination uptake for eligible students and staff.</li> </ul>		
<b>Failing to have adequate outbreak management plans to allow for stepping measures up and down.</b>  <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<b>All settings unless indicated</b> <ul style="list-style-type: none"> <li>• School has assessed the reasonably foreseeable risks of transmission of COVID 19. See <b>RA 029A School opening Omicron variant Dec 2021</b>. This is shared with all staff and stakeholders.</li> <li>• School has <b>this</b> contingency plan risk assessment with measures it will use if staff or pupils test positive for COVID 19 or, to step measures up or down, if required by local DsPH in the event of a local outbreak</li> </ul>	3X2=6	
<b>Communication</b>  <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<b>All settings</b> <ul style="list-style-type: none"> <li>• School will communicate its plan for addressing any imposed restrictions with parents, staff, pupils and other relevant parties regarding: <ul style="list-style-type: none"> <li>○ opening arrangements.</li> <li>○ access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.</li> </ul> </li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>○ any reviews of the school's protective measures as part of school's risk assessments.</li> <li>○ any arrangements for remote working</li> <li>• School will keep all relevant parties up to date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.</li> </ul>		
<b>Close Mixing</b>  <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li>• <b>All settings</b> School is able to identify any group(s) that are likely to have mixed closely.</li> </ul>	3X2=6	
<b>UPDATE Testing</b>  <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<b>All settings</b> <ul style="list-style-type: none"> <li>• <i>School contingency plans reflect the possibility of increased use of lateral flow device (LFD) testing by staff and, where they are already being offered testing, for pupils and students including on site testing facilities in secondary schools/FE colleges.</i></li> <li>• <i>DsPH could advise on increased LFD testing, which may be advised for an individual setting or in areas of high prevalence by as part of their responsibilities in outbreak management.</i></li> <li>• <i>This could also include advice on the reintroduction of onsite LFD testing for settings across areas that have been offered an enhanced response package or are in an enduring transmission area, where settings and DsPH decide it is appropriate.</i></li> <li>• <i>DsPH will consult and work with school to identify what support may be needed to do this.</i></li> <li>• <b>All settings</b> School strongly encourages all staff to continue regular testing (LFD not PCR) and reporting their results</li> </ul>	3X2=6	<p>Message sent to all F2- Y2 parents attending the nativity on 12/12/2021 to ask them to complete an LFD before coming onto site.</p>

		<ul style="list-style-type: none"> <li><b>All settings</b> School strongly encourages parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting.</li> </ul>		
<b>UPDATE</b> Welcoming pupils back to school	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<b>All settings</b> <ul style="list-style-type: none"> <li>If a parent or carer insists on a pupil attending school the decision to refuse the pupil can be made if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> <li>School will decide after carefully considering the circumstances and current public health advice.</li> </ul>	3X2=6	
<b>Thresholds for extra action</b> <b>All settings unless indicated</b>	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<b>All settings</b> <ul style="list-style-type: none"> <li>School has <b>RA 029A School opening Omicron variant Dec 2021</b> which sets out the measures that are in place to manage transmission of COVID-19 day to day. This has been shared with all staff &amp; stakeholders.</li> <li>School will think about <a href="#">extra action</a> if the number of positive cases substantially increases.</li> <li>If school meets the thresholds, below, then it will seek public health advice if they are concerned.</li> </ul> <p><i>For most education and childcare settings, whichever of these thresholds is reached first:</i></p> <ul style="list-style-type: none"> <li>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> <li>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <b>All settings</b> <ul style="list-style-type: none"> <li>School will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Phone the DfE helpline (0800 046 8687, option 1) or, in line with other local HPT arrangements. (Hospitalisation</li> </ul>	3X2=6	

		<p>could indicate increased severity of illness or a new variant of concern.)</p> <ul style="list-style-type: none"> <li>School will work to contain any outbreak by following local HPT's advice <ul style="list-style-type: none"> <li><b>Wirral schools contact</b> Wirral LA covid helpline <b>0151 666 3600</b>. Email: <a href="mailto:covidschoolsupport@wirral.gov.uk">covidschoolsupport@wirral.gov.uk</a></li> </ul> </li> </ul>		
<b>Positive case</b>  <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<ul style="list-style-type: none"> <li><b>All settings</b> 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.</li> <li>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.</li> </ul>	3X2=6	
<b>Actions to consider once a threshold is reached</b>  <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<b>All settings</b> <ul style="list-style-type: none"> <li>If school reaches a threshold for extra action (See Thresholds for extra action above) school will: <ul style="list-style-type: none"> <li>contact local the DfE helpline &amp; HPT</li> <li>review and reinforce the testing, hygiene and ventilation measures already in place.</li> </ul> </li> </ul>	3X2=6	
<b>Face coverings</b>  <b>All settings unless indicated</b>	<b>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</b>	<b>All settings unless indicated</b> <i>In all cases any educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.</i> <ul style="list-style-type: none"> <li><b>All settings</b> – any staff who wish to wear a face covering in school will be supported to do so.</li> <li><b>Primary /early years</b> Staff and adult visitors should wear a face covering when moving around the premises, outside of classrooms, such as in corridors and communal areas.</li> </ul> <b>All settings (below)</b>	3X2=6	

		<ul style="list-style-type: none"> <li>• In order to be most effective, a face covering should fit securely around the face to cover the nose and mouth and be made of a breathable material capable of filtering airborne particles.</li> <li>• <b>Face visors or shields:</b> <ul style="list-style-type: none"> <li>○ can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.</li> <li>○ Face visors /shields should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</li> <li>○ A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.</li> </ul> </li> <li>• Transparent face coverings may be worn by those who communicate through lip-reading or facial expressions.</li> <li>• School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt.</li> <li>• School understands it has a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff.</li> <li>• School has a duty towards disabled children, pupils and students to support them to access education successfully.</li> <li>• School will discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.</li> <li>• School has a supply of face coverings available</li> <li>• Clear instructions are provided on how to put on, remove, store, and dispose of face coverings.</li> <li>• Face coverings can be disposed of in normal waste</li> </ul>		
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<p><b>UPDATE</b> Adults previously considered CEV</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> <li>School is aware that staff previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.</li> <li>School will discuss any concerns that previously considered CEV employees may have.</li> <li>Individuals previously identified as CEV are advised to continue to follow the guidance on <a href="#">how to stay safe and help prevent the spread of COVID-19</a>.</li> <li>Employees who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and advise school.</li> </ul>	<p>3X2=6</p>	
<p><b>UPDATE</b> Children and young people previously considered CEV</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> <li>School is aware that pupils previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again and should follow the same <a href="#">COVID-19 guidance</a> as the rest of the population.</li> <li>Pupils who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and discuss with school.</li> </ul>	<p>3X2=6</p>	
<p><b>UPDATE</b> New &amp; expectant mothers</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> <li>An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE &amp; RCOG. See <b>RA 026 New &amp; Expectant member of staff</b>.</li> <li>Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>Staff who are in the below categories should take a more precautionary approach: <ul style="list-style-type: none"> <li>partially vaccinated or unvaccinated</li> <li>&gt;28 weeks pregnant and beyond, or</li> </ul> </li> </ul>	<p>3X2=6</p>	

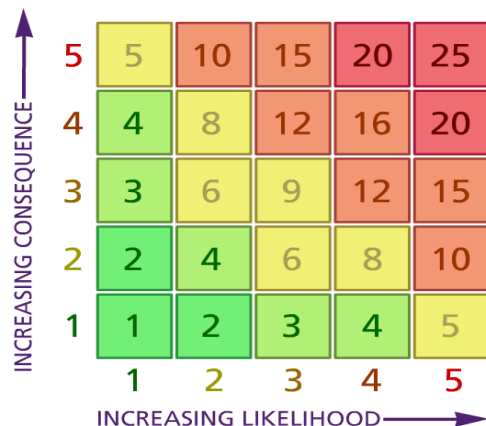
		<ul style="list-style-type: none"> <li>○ are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation</li> <li>• School will undertake a workplace risk assessment for the above staff (<b>See RA 026</b>), and where appropriate consider both how to redeploy them and how to maximise the potential for homeworking, wherever possible.</li> <li>• School will apply the same controls to pregnant pupils.</li> <li>• Pregnant staff are encouraged to get vaccinated if possible. <a href="#">COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</a> contains further advice on vaccination.</li> <li>• School will respond to all changes to guidance for pregnant employees.</li> </ul>		
<b>UPDATE Education workforce</b>  All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<b>All settings</b> <ul style="list-style-type: none"> <li>• School contingency plans include details if it is appropriate for some staff to work remotely if restrictions are imposed.</li> </ul> <b>From 13<sup>th</sup> December 2021</b> <ul style="list-style-type: none"> <li>• School will consider whether it is possible for specific staff undertaking certain roles to work from home without disrupting to face-to-face education.</li> <li>• School will consider whether home working is appropriate for employees taking into account mental or physical health difficulties, or those with a particularly challenging home working environment. (<b>See RA 028 Working from home</b>)</li> </ul>	3X2=6	Complete RA 028 Working from home for these staff
<b>Residential educational visits</b>  All settings unless indicated	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<b>All settings</b> <ul style="list-style-type: none"> <li>• All visits are risk assessed and include current local restrictions. School uses Evolve and has an EVC</li> <li>• School will consider carefully if the educational visit is still appropriate and safe.</li> <li>• Only pupils who are attending the setting will go on an educational visit.</li> </ul>	3X2=6	

<p><b>UPDATE</b> Large events - Mandatory certification from Wednesday 15<sup>th</sup> December</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p><b>All settings</b></p> <ul style="list-style-type: none"> <li>School will follow guidance on mandatory certification (NHS COVID Pass) only if holding a specific event (such as a reception, concert or party) that meets the attendance thresholds (N.B. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds).</li> <li><b>LoTC/trips to large events</b> – Staff on trips to theatres or large sporting events will require NHS COVID pass.</li> </ul> <p><b><i>N.B. Schools should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training.</i></b></p>	<p>3X2=6</p>	
<p>Attendance restrictions - increased COVID infections</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p><b>All settings</b></p> <ul style="list-style-type: none"> <li>School will continue to give priority to vulnerable children and young people and children of critical workers to attend school undertaking their normal timetables.</li> <li>School contingency plans cover the possibility if advised, temporarily, to limit attendance and will ensure that high-quality remote education is provided to all pupils or students not attending.</li> <li>School/college will provide high-quality remote learning will be provided for all pupils and students if: <ul style="list-style-type: none"> <li>they have tested positive for COVID-19 but are well enough to learn from home</li> <li>attendance at school/college has been temporarily restricted.</li> </ul> </li> <li>On-site provision will be retained in all cases for vulnerable children and young people and the children of critical workers.</li> <li>If school/college has to temporarily stop onsite provision on public health advice, alternative arrangements for</li> </ul>	<p>3X2=6</p>	

		vulnerable children and young people will be discussed with the local authority.		
<b>UPDATE</b> Contractors	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<b>All settings</b> <ul style="list-style-type: none"> <li>School has made all key contractors aware of the school's control measures and ways of working.</li> <li>School to ask for contractor COVID 19 risk assessment prior to arrival at school.</li> <li>Contractors to be asked if they require any additional COVID 19 measures while working in school.</li> </ul>	3X2=6	
Food provision <b>All settings unless indicated</b>	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<b>All settings</b> <ul style="list-style-type: none"> <li>School will provide meal options for all pupils</li> <li>Meals will be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.</li> <li>School will provide FSM or food parcels to eligible pupils who are not attending school, where they have had symptoms or have tested positive.</li> </ul>	3X2=6	
Safeguarding <b>All settings unless indicated</b>	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> <li><b>All settings</b> if attendance restrictions are needed school/college works with all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe</li> <li><b>All settings</b> School/college continues to have regard to any statutory safeguarding guidance that applies</li> <li><b>Out of school settings</b> Will review <a href="#">keeping children safe in out-of-school settings: code of practice</a>.</li> <li><b>All settings</b> School will review the child protection policy so that it reflects the local restrictions and remains effective.</li> <li><b>All settings</b> School will have a trained DSL (or deputy) available on site. If that is not possible In such cases, there are 2 options to consider: <ul style="list-style-type: none"> <li>a trained DSL (or deputy) can be available to be contacted via phone or online video,</li> </ul> </li> </ul>	3X2=6	

		<ul style="list-style-type: none"> <li>○ share a trained DSLs (or deputies) with other settings, who is available to be contacted via phone or online video</li> <li>● <b>All settings</b> Where a trained DSL (or deputy) is not on-site, in addition to one of the 2 options, a senior leader will take responsibility for co-ordinating safeguarding on site.</li> </ul>		
<b>UPDATE</b> Wraparound provision	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> <li>● <b>Wraparound</b> Provision should continue to be offered for before and after-school activities, including wraparound childcare.</li> </ul>	3X2=6	
Vulnerable pupils & young people absent from school.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> <li>● <b>All settings</b> Where vulnerable children and young people are absent, school will: <ul style="list-style-type: none"> <li>○ follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns</li> <li>○ encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the virtual school head (where applicable) agrees that the child or young person's attendance would be appropriate</li> <li>○ focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home</li> <li>○ have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so</li> </ul> </li> <li>● If school/college has to temporarily stop onsite provision on public health advice, alternative arrangements for</li> </ul>	3X2=6	

		vulnerable children and young people will be discussed with the local authority.		
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Risk Rating	Action Required
20 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 - 16	<b>Urgent action</b> – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	<b>Action</b> – Improve within specific timescales
3 - 4	<b>Monitor</b> – but look to improve at review or if there is a significant change
1 - 2	<b>Acceptable</b> – 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	Responsible	Completed
1	Circulate final version of this Plan B risk assessment to all staff & stakeholders	HT	12.12.2021
2	Nativity email to ask parents to complete an LFD before attending the nativity performance	HT	12.12.2021
3			
4			
5			
6			
	<b>Action plan agreed by Jennie McAleny- 12.12.2021</b>		