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| School/Academy: | Rise Park Primary and Nursery School | Date of assessment | 16.08.2021 | |
| Who might be harmed? | Pupils, staff, visitors and contractors | How many are affected? | Whole School | |
| Lockdown Easing Status: | Autumn Term 2021 - Step 4 | | | |
| Reference Documents: | DfE: Schools coronavirus (COVID-19) operational guidance (August 2021) DfE: Contingency framework: education and childcare settings (August 2021) | | | |
| Date | Summary of school position | | | |
| 01.03.21 | Children in school in individual year group bubbles taught by their teams. However, staff may be moved under the guidance of the 48-hour system to another bubble if there is insufficient staffing available in a specific year group. | | | |
| 19.04.21 | After school clubs beginning w/c 26.04.21 | | | |
| 19.04.21 | Educational day visit (Swimming) to begin with risk assessment in place. | | | |
| 22.06.21 | Letter sent to parents regarding transition with new class teacher. Undertaken last week of term with 48 hours between children moving into their new class. Children to stay in their new class until the end of term. Parents informed 22.06.21. | | | |
| 30.06.21 | Sports Day to be held in year group bubbles without parents. Parents informed on 30.06.21 | | | |
| 27.07.21 | Leavers ceremony for Year 6 held outside. Two year 6 classes divided into two. Parents 2 metre social distancing between each other. | | | |
| 13.09.21 | FSW opened events in school whereby parents can attend e.g. Cyber bullying course. | | | |
| 14.10.21 | Decision for parents evening to be taken online. | | | |
| 29.11.21 | Face coverings to be worn by all staff in communal areas. | | | |
| 30.11.21 | Letter sent to parents limiting visitors in school. | | | |
| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
| Communication | | | | |

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| Staff | <ul style="list-style-type: none"> This completed risk assessment is shared with staff. Signatures are obtained. | ✓ | Shared with staff 31.08.21 | L |
| | <ul style="list-style-type: none"> Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans and share suggestions. | ✓ | Regular updates and changes to the risk assessment have been made since school reopened. Staff encouraged at each stage to share their views and ideas. Updated risk assessment and suggestions shared with staff on 31.08.21. Staff encouraged to give feedback. | |
| Parents/carers, pupils and visitors | <ul style="list-style-type: none"> Parents and carers are informed about the changes to school procedures as a result of the move to step 4, and any measures that will still be in place including permanent changes where necessary. Signage is installed wherever necessary as a reminder. | ✓ | Information to parents this risk assessment is on the website w/c the 31 st August. Risk assessment and protocol form shared with visitors on arrival. Signage installed around school. Letter sent to parents on 27.07.21 regarding procedures for Sept 21. | L |
| | <ul style="list-style-type: none"> The school's coronavirus safety principles are communicated to visitors such as contractors, other non-school based services, external coaches, clubs and organisations for curricular and extra-curricular activities prior to any proposed visit. | ✓ | <p>Coronavirus safety checklist to be communicated to all visitors. Confirmation of reading the checklist will be actioned on the electronic inventory. If visitors visit on consecutive days, they will need to sign the checklist every day.</p> <p>A record will be kept of all checklists for 21 days then destroyed.</p> | |
| Employer | <ul style="list-style-type: none"> The completed risk assessment (v.6) is shared with the Governing Body and employer. | ✓ | Shared with Governing Body w/c 23 rd August. Shared with staff on 31.08.21 | L |
| Trade Unions | <ul style="list-style-type: none"> The completed (v.6) risk assessment is shared with the recognised Trade Unions following sharing with the school's Governing Body. (Do not include names where any personal details are recorded). | ✓ | Shared with trade unions w/c 31 st August | L |
| Contracting / transmitting Covid-19 | | | | |
| Preventing symptomatic persons attending school | <ul style="list-style-type: none"> Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any | ✓ | PHE Campaign posters displayed around school and shared via the newsletter and on the school website. | L |

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| | <p>symptoms of coronavirus:</p> <ul style="list-style-type: none"> ○ a new, continuous cough ○ or a high temperature ○ or has a loss of, or change in, their normal sense of taste or smell (anosmia) <p>Note: Although there are other symptoms associated with the Delta variant, these three symptoms are still only used in determining whether someone must self-isolate.</p> <p>PHE Campaign posters are available here.</p> | | Asymptomatic testing information shared on website 22.02.2021 | |
| | <ul style="list-style-type: none"> • The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. In the event that undertake an LFD test and the test result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows. | ✓ | Letter sent to parents/ carers 17/03/2021. | |
| | <ul style="list-style-type: none"> • For noting: In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus. | ✓ | Consultation will take place with the HT before a decision is made by the HT. | |
| | <ul style="list-style-type: none"> • Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded. (ref: tracker) and used in any outbreak management (see below) | ✓ | Pupil records kept by Office Manager. Staff records kept by Business Manager. | |
| Outbreak management | <p>See latest action plan for complete details</p> <ul style="list-style-type: none"> • If the school has reached either of these two thresholds... <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; or ○ 10% of children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day | ✓ | Staff PCR Tests Tracked by Business Managements. Pupil PCR Tests Tracked by Office Manager. | L |

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| | period ...the school will: <ul style="list-style-type: none"> ○ contact the DfE who will escalate the issue to the local health protection team (UKHSA) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ☎ 0800 046 8687 / select option 1. ○ immediately consider: <ul style="list-style-type: none"> – whether any (additional) activities could take place outdoors, including exercise, assemblies or classes – ways to improve ventilation indoors, where this would not significantly impact thermal comfort – one-off enhanced cleaning focussing on touch points and any shared equipment – limiting non-essential visitors – reminding staff to undertake the routine LFD tests | | | |
| | <ul style="list-style-type: none"> • The school seeks public health advice if: <ul style="list-style-type: none"> ○ a pupil or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. | | | |
| | <ul style="list-style-type: none"> • School management are familiar with the DfE's contingency framework It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and UKHSA health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities. | ✓ | | |
| | <ul style="list-style-type: none"> • The school's outbreak management plan considers the measures | ✓ | See contents of Outbreak Management Plan. | |

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| | <p>that may be necessary in school at the request of the organisations above.</p> <ul style="list-style-type: none"> Attendance restrictions: If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend. Reintroduction 'bubbles' for a temporary period, to reduce mixing between groups. Reintroduction of mandatory face coverings to be worn in communal areas by adults (unless exempt) Reintroduction of shielding (following a ministerial decision). Changes to: <ul style="list-style-type: none"> Residential educational visits Open days Transition or taster days Parental attendance in settings Performances in settings | | | |
| Individuals not accessing the vaccination programme | <ul style="list-style-type: none"> Staff, parents, other over 16s and other eligible individuals in households and are encouraged to access the vaccination programme. Posters are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/ | ✓ | Poster shared on website 26.02.21 | L |
| | <ul style="list-style-type: none"> The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This may be recorded as: both doses and booster / both doses / single dose / neither dose / prefer not to say. <p>Non-double vaccinated staff close contacts will still need to self-isolate, however the pupils will remain in school. This information is therefore required for staff planning purposes and identifying individuals who may be at higher risk.</p> | ✓ | Vaccination data sheet managed by Business Manager and Office Manager to ascertain staff that may be higher risk. | |
| Preventing persons who are at a higher | <ul style="list-style-type: none"> Staff are made aware of the current quarantine restrictions in their | ✓ | Staff informed on 01.03.21 during staff briefing. | L |

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| risk of carrying the virus attending school | holiday arrangements if they visit countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to be available to return to the workplace (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. | | | |
| | <ul style="list-style-type: none"> • Parents and carers are made aware of the current quarantine restrictions if they return from countries outside the Common Travel Area (i.e. UK, the Crown Dependencies (Bailiwick of Jersey, Bailiwick of Guernsey and the Isle of Man) and Ireland), noting that quarantine may affect their ability to comply with statutory attendance (i.e. in September at the start of the academic year) and that country's status is subject to change at short notice. | ✓ | Shared via website on 26.02.21 Published on the Covid page of the website and newsletter sent w/c 31 st August. | |
| | <ul style="list-style-type: none"> • References: <ul style="list-style-type: none"> ○ https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19 ○ https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive | ✓ | Letter sent on 20/05/2021 | |
| | <ul style="list-style-type: none"> • Records are kept of such visits. | ✓ | To be recorded on COVID Tracker. | |
| Reducing the number of persons on site | <ul style="list-style-type: none"> • The school may continue to encourage conversations with parent/carers are held on the telephone wherever possible. Face to face meetings may be held if necessary. | ✓ | Reminders on newsletters sent out via text link. | L |
| | <ul style="list-style-type: none"> • Meetings are held virtually rather than physically where there is no detrimental effect. | ✓ | Weekly staff briefing to be held in the hall with key safety measures in place which include ventilation, social distancing. Staff meetings a mixture of online and face to face will take place with the additional measures listed above. Governor committee meetings to be held virtually and initial parents in October to be held online. This will be reviewed. | |
| Performances | <ul style="list-style-type: none"> • The school will complete a risk assessment for any performance, taking into account the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details | ✓ | Risk assessments to be completed as required. | L |

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| | of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance, the school also gives particular consideration to the guidance on delivering outdoor events . | | | |
| Staff social meetings / events | <ul style="list-style-type: none"> Staff are reminded that as social contact restrictions have now been removed there is the potential for non-vaccinated close contacts requiring to self-isolate ("pinged"). | ✓ | Reminder to staff on 19.05.21 Shared at INSET day 31.08.21. | L |
| Persons at higher risk of becoming seriously ill | <ul style="list-style-type: none"> Clinically Extremely Vulnerable (CEV) staff <ul style="list-style-type: none"> Risk assessments have been completed for all CEV staff who have been double vaccinated. All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. | ✓ | No-one in school who is classed as CEV.at present. Business Manager completed w/c 31 st August. | L |
| | <ul style="list-style-type: none"> Clinically Extremely Vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. | ✓ | None | |
| | <ul style="list-style-type: none"> The following measures are in place for pregnant members of staff: <ul style="list-style-type: none"> Risk Assessment (Part 1) has been completed for all vaccinated pregnant members of staff up to 28 weeks. Risk assessment (Part 2) has been completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks. Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school. | ✓ | None | |
| School Visits | <ul style="list-style-type: none"> All visits When considering booking a new visit, whether domestic or international they have adequate financial protection in place. | ✓ | Swimming to commence in Year 3 in Summer Term 1. Children and staff to remain in bubbles at all times and a thorough risk assessment devised by college street and class teachers in | L |

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| | <p>Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> | | <p>place.</p> <p>Swimming to begin w/c 26/04/21</p> <p>Letter sent to parents regarding Swimming on 22nd March 2021. Individual risk assessment completed.</p> <p>Risk Assessments are undertaken for all educational visits as advised by Public Health.</p> | |
| | <p>• International visits</p> <p>The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>The school speaks to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p> | ✓ | N/A | |
| Undertaking CPR / and First Aid | <p>• The following information has been shared with school first aiders: Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>The school has purchased devices such as CPR facemask / resuscitation shields.</p> | ✓ | Emailed to all staff 14.01.2021 | L |
| Persons becoming symptomatic whilst in school | <p>• If anyone in the school becomes unwell with:</p> <ul style="list-style-type: none"> ○ a new, continuous cough ○ or a high temperature | ✓ | <p>Locations where pupils could be isolated:</p> <p>Locations where pupils could be isolated:</p> | L |

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| | <ul style="list-style-type: none"> ○ or has a loss of, or change in, their normal sense of taste or smell (anosmia) • they must: <ul style="list-style-type: none"> ○ be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus. <p>Their self-isolation may end with a negative PCR test (but not a negative LFD test)</p> | | Isolation Bay off the Key Stage 2 hall. Select staff in charge of keeping the room replenished with appropriate PPE equipment. Disabled toilet in KS2 hall will be the designated toilet. Pupils to leave via the KS2 Hall door. | |
| | <ul style="list-style-type: none"> • PPE is available in the event that someone becomes symptomatic on site and if a distance of 2 metres cannot be maintained: <ul style="list-style-type: none"> ○ a face mask ○ disposable gloves and an apron if contact is necessary ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting. | ✓ | PPE available in the isolation bay. PPE guidance displayed in isolation bay. | |
| | <ul style="list-style-type: none"> • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> | ✓ | Site team to clean the affected area and the toilet immediately afterwards. | |
| Test and Trace (managing positive cases) | <ul style="list-style-type: none"> • The latest NHS test and trace information has been shared with staff and parents. <p>Self-isolation of close contacts will only be undertaken on advice from NHS Test and Trace or Public Health where they are over 18 and have not received both vaccinations (applies from 16th August</p> | ✓ | Last track and trace guidance informed to parents via newsletter in December 2020 and all guidance is on the school website, regularly updated. Latest guidance sent to staff on the 16.1.21. New guidance shared on the 31 st August. | L |

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| | 2021). | | New guidance for Sept 21 shared at INSET on 31.08.21. Published on Newsletter week commencing 31 st August. | |
| | <ul style="list-style-type: none"> The school will contact the <i>Self-Isolation Service Hub</i> on 020 3743 6715 as soon as they are made aware that any of their staff have tested positive. | | | |
| | <ul style="list-style-type: none"> Once an individual is informed that they are a close contact of a confirmed positive case via a PCR test, they are informed that they may arrange their own PCR test. | ✓ | Parents and staff will be made aware of positive case, the letter also includes information on accessing PCR test. | |
| | <ul style="list-style-type: none"> In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either LFD or PCR) the school will: <ul style="list-style-type: none"> Consider outdoor learning Consider individuals' risk of secondary transmission within the classroom. This will depend on: <ul style="list-style-type: none"> The health category of staff and pupils in the class Staff vaccination status Whether the staff can socially distance from pupils Ventilation within the classroom. They may need to be relocated elsewhere within the school. Clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible: COVID-19: cleaning of non-healthcare settings guidance. | ✓ | <p>Considerations by the Senior Leadership Team will be taken on the criteria for each individual case.</p> <p>Business Manager to liaise with cleaners regarding disinfection of classroom.</p> | |
| | <ul style="list-style-type: none"> The school understands the purpose of the school's own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. The school provides these PCR test kits to symptomatic individuals or close contacts of positive who are struggling to access a test. | ✓ | Clear criteria of a home test kit , people who cannot access a test who develop symptoms in school and who the school feel would have difficulty in accessing a test. | |
| | <ul style="list-style-type: none"> Staff and parent telephone numbers are checked for accuracy. | ✓ | New OV4 form completed in September 2020. Staff to check their phones numbers with the office. | |

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| | <ul style="list-style-type: none"> Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. | ✓ | Coronavirus safety checklist to include asking for personal mobile numbers. | |
| Lateral Flow Testing (LFT) – Staff | <ul style="list-style-type: none"> School staff have been appointed a “COVID-19 Coordinator” who will be responsible for: <ul style="list-style-type: none"> communicating with stakeholders ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’ reporting incidents and carry out risk management storing and reporting any required data reordering tests when required They have read and understood the resources from the Primary portal. | ✓ | COVID-19 Coordinator appointed – KR. | L |
| | <ul style="list-style-type: none"> The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part. (See step 5 and model letter from the Govt. resources.) | ✓ | Staff meeting held on 26 th January regarding information for Lateral Flow Testing. | |
| | <ul style="list-style-type: none"> Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time. The two test days have been decided (3-4 days apart). (It is recommended that one of these test days is Monday.) | ✓ | Test days: Monday and Thursday evenings Staff and Non-directly employed staff i.e. Kitchen and Catering have been provided with information and access to the tests. | |
| | <ul style="list-style-type: none"> Staff are reminded that: <ul style="list-style-type: none"> A negative LFT does not eliminate the possibility of an infection. In particular it will not detect individuals who are recovering from having had the virus. A negative LFT does not allow the individual to pause compliance with covid rules within school and good hand hygiene outside the workplace. The testing programme does not replace current (PCR) testing policy for those with symptoms. | ✓ | Shared on 01.03.21 at staff briefing. Shared with staff on INSET 31.08.21. | |

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| | <ul style="list-style-type: none"> Appropriate action is taken in the event of: <ul style="list-style-type: none"> A negative test result A positive test result (A PCR test should be taken within 2 days of the positive lateral flow test, otherwise the 10 day self-isolation must be completed) Two void test results | ✓ | <p>In the event of a negative test result staff are to come to school.</p> <p>In the event of a positive LFT the bubble is to close immediately until results of PCR test is received. If PCR test is negative then Isolation period ends and staff and children are to return to school.</p> <p>Please see Lateral Flowchart (Appendix 1).</p> <p>Letter sent to parents 28.01.21 which indicates all of the above.</p> <p>Shared with staff on INSET 31.08.21.</p> | |
| | <ul style="list-style-type: none"> Necessary records of testing are kept. | ✓ | <p>Records are recorded in a restricted folder on the school server.</p> <p>Privacy notice shared with staff 26.01.21</p> | |
| Hygiene – General | <ul style="list-style-type: none"> Correct handwashing and good hygiene are followed by staff, pupils, visitors and contractors. Pupils wash their hands at the designated times during the day and after certain activities: <ul style="list-style-type: none"> On arrival at school After breaks and sport activities When they change rooms Early Years: after using wheeled bikes, trikes and other large, movable toys Before cooking and eating After sneezing or coughing After using the toilet Before leaving home <p>Note: Electric hand dryers may be used in schools</p> | ✓ | <p>Shared on 01.03.21 at staff briefing.</p> <p>Site staff responsible for maintaining supplies of soap and hand sanitiser.</p> <p>Teachers in classrooms use sinks outside classroom and outside the toilets as points for the children to regularly wash their hands.</p> <p>Staff to regularly use soap and water and refill able hand sanitiser bottles have been provided.</p> <p>Hand sanitiser by the sign-in system for visitors to use. All staff to use hand sanitiser after singing in and out.</p> | L |

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| | <ul style="list-style-type: none"> A process is in place for removing face coverings if pupils and staff who use them arrive at school. Pupils are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. | ✓ | <p>Shared with staff. Staff to ensure that any child that arrived wearing a face mask washes their hands first, then removes the mask and then washes their hands again. Temporary face covers can be disposed of in the pedal bins. Reminder shared with staff on INSET 31.08.21.</p> | |
| | <ul style="list-style-type: none"> Adequate soap / hand sanitizer and tissues are available for pupils and staff throughout the school and for visitors arriving at main reception. Soap and water is the preferred choice; hand sanitizer is used when the use of soap and water is not practical. Identified children are supervised with their use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative. | ✓ | <p>Staff to inform Inclusion Lead if there are any children with complex needs regarding hand washing. Staff and visitors to be reminded to sanitise on arrival in the reception area and upon leaving school.</p> | |
| | <ul style="list-style-type: none"> The best choice of bins for used tissues is a lidded bin with a pedal as you will not need to physically touch the bin lid and the tissues will be safely stored. Lidded swing top type bins will require the person disposing of the tissue to touch the lid, potentially contaminating it. Although that person disposing the tissue should wash their hands afterwards, the next person to use the bin who is disposing general waste may not wash their hands afterwards and potentially contaminate their hands. Therefore if these are used then they should be only for the disposal of tissues and labelled as such perhaps with a reminder to wash their hands afterwards. Bins without lids shouldn't be used for tissues but can be used for general waste and/or paper towels used to dry hands after washing them. Site staff / cleaners wash their hands after emptying the bins. | ✓ | <p>Pedal bins for all classrooms.</p> | |

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| | <ul style="list-style-type: none"> Sufficient ongoing cleaning (for example, twice a day) is undertaken in areas occupied by staff and pupils. Any unoccupied areas due to fewer pupils being in school can be cleaned less regularly and secured and/or signed to restrict access. <p>A list of touch points and surfaces that will receive regular cleaning has been created. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels, banisters, chairs, light switches.</p> <p>Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</p> <p>The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</p> | ✓ | Checklist with points to be cleaned regularly signed by Office Manager and checked on a weekly basis and copies kept in the office. | |
| | <ul style="list-style-type: none"> Wherever possible contactless payments are accepted on site rather than cash. In the event that this isn't possible, office staff should wash or sanitise their hands immediately after handling any coins. | ✓ | Communicated to parents and carers. | |
| Hygiene – Classrooms | <ul style="list-style-type: none"> Rooms may still need to be cleaned after a positive case therefore the contents of the classrooms and their ease of cleaning is considered. | ✓ | Boxes of books and plastic boxes with lids are the only items to be left out. | L |
| | <ul style="list-style-type: none"> Teaching staff may wish to continue to clean articles or areas within the classroom during the school day e.g. books after being touched by pupils, touch points within their class, e.g. in the event a pupil has dropped a used tissue on a table: <p>It is safest that teaching staff use sanitising wipes for this purpose. If other cleaning chemicals are used then additional COSHH risk assessments, training and PPE may be required. These chemicals should be purchased in the dilution ready for use, kept in the original bottles and stored securely within the classroom.</p> | ✓ | Cleaning supplies available for all classrooms. | |
| | <ul style="list-style-type: none"> Teachers may wish to continue to wash or sanitise their hands before and after handling pupils' books. | ✓ | Individual hand sanitiser bottles given to staff. | |

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| | <ul style="list-style-type: none"> Ensure that reusable drinking cups are not shared between pupils. Consider replacing reusable drinking cups with disposable cups. | ✓ | Disposable drinking cups kept on teacher's desk. | |
| PPE (Reference) | <ul style="list-style-type: none"> Adequate necessary Personal Protective Equipment (PPE) is available for cleaning tasks, personal care, first aid and certain medical procedures. | ✓ | <p>Instruction provided to all staff on previous risk assessment. PPE putting on and removal guidance will be displayed in the isolation bay.</p> <p>No children currently in school with complex medical needs.</p> | L |
| | <ul style="list-style-type: none"> Training and instruction have been provided for the putting on, removing and disposal of PPE. | ✓ | | |
| | <ul style="list-style-type: none"> Risk assessments in place for medical procedures have been reviewed in light of the pandemic (contact the medical professional who created or assisted with the creation of the risk assessment) and in particular noting whether any additional PPE is necessary. | ✓ | Epileptic children updated care plan and updated risk assessments for ASD children updated on 15.1.21. Inclusion lead sought advice from ASD team on 14.1.21. | |
| | <ul style="list-style-type: none"> Aerosol generating procedures (AGPs): Within education settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care. Staff performing AGPs in these settings follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is: <ul style="list-style-type: none"> a FFP2/3 respirator gloves a long-sleeved fluid repellent gown eye protection | ✓ | N/A | |
| Face coverings in school | <ul style="list-style-type: none"> Face coverings may (only) be worn in school by: <ul style="list-style-type: none"> Staff as a personal preference outside the classroom where they are not a barrier to communication and proper hand | ✓ | <p>Shared on 01.03.21 at staff briefing.</p> <p>Face coverings to be used for visitors at all times unless working directly 1:1 with a child.</p> | L |

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| | hygiene is observed and they are disposed / cleaned on a regular basis. o Visitors | | Staff to wear face masks in the staffroom if they choose to stay in there after eating their lunch. Now changed as of 08.10.20 to include all shared areas. Student teachers to wear face masks at all times. Face masks for parents on site requested from 7 th October 2020 16.08.21 - Staff may if they wish wear face coverings outside the classrooms. All visitors in school will be required to wear a face covering. | |
| Reducing number of touchpoints | <ul style="list-style-type: none"> Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. | ✓ | Auto-release fire doors for the office, photocopier room and staffroom off KS2 Hall. The office and photocopier room auto- release fire doors were installed on 21.07.20 | L |
| | <ul style="list-style-type: none"> Only use touch screen signing in systems if it can be ensured that only the bar code reader is used or hands are sanitised straight afterward after touching and the screens are cleaned on a regular basis at appropriate times. | ✓ | Hand sanitiser next to the signing-on screen. Touch screen is on the cleaning checklist. | |
| | <ul style="list-style-type: none"> Consider whether drinking fountains need to be taken out of action. | N/A | None on site | |
| Parents and pupils travelling to school | <ul style="list-style-type: none"> Families using public transport are referred to the safer travel guidance for passengers: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers | ✓ | Added to COVID page of website 26.02.21 | L |
| Organising the school day | <ul style="list-style-type: none"> Drop-off and collection times may continue to be staggered but these should not reduce the amount of overall teaching time. Specific arrangements are determined where parents/carers have children in different year groups. The views of parents/carers is taken into consideration. | ✓ | 8.50am - 9.00am drop off time for KS1 and KS2. Nursery drop off time 8.40am – 8.50am. | L |
| | <ul style="list-style-type: none"> Parents/carers' drop-off and pick-up protocols that minimise adult to adult contact are in place. Parents/carers are instructed not to congregate in groups on, or directly outside the school premises. | ✓ | Drop off straight to the classroom door – no lining up on the playgrounds. Siblings can be dropped off at the same time. | |

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| Foyer / Reception | <ul style="list-style-type: none"> Existing reception screens are kept in the closed position wherever possible. | ✓ | Reception screens kept in a closed position and 1 metre distance is observed. If screens are open, 2 metre distancing to be observed | L |
| Office | <ul style="list-style-type: none"> Office staff may continue to work from home on an agreed part time basis if this arrangement is suitable for the school. | ✓ | N/A | L |
| | <ul style="list-style-type: none"> Hot desks are avoided where possible. Where not possible, workstations are cleaned in between use. | ✓ | Designated desks given to office staff. | |
| Meeting rooms | <ul style="list-style-type: none"> Remote working tools (Teams, Zoom, Meet) are used to avoid in-person meetings if practical. | ✓ | Virtual meetings will take place for some staff regarding CPD development. | L |
| | <ul style="list-style-type: none"> Hand sanitiser is provided in meeting rooms. | ✓ | No Meetings to be held in school unless necessary and hand sanitiser and well-ventilated room used. | |
| | <ul style="list-style-type: none"> Meetings are held outdoors or in well-ventilated rooms whenever possible. | ✓ | | |
| Curriculum: School Sport | <ul style="list-style-type: none"> The school may work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfactory risk assessments have been received. | ✓ | PE Specialist to provide PE curriculum outside only. PE specialist to not enter classrooms and no competitions to take place with different schools. No afterschool activities to take place until after 29th March. Afterschool clubs to take place within bubbles only. After school clubs to begin w/c 26.04.21 16/08/21 - | L |
| | <ul style="list-style-type: none"> Outdoor sports are prioritised where possible, and large indoor spaces used where it is not. The school only provides team sports on the list available at return | ✓ | | |

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| | to recreational team sport framework. | | | |
| | <ul style="list-style-type: none"> Scrupulous attention is paid towards cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment is thoroughly cleaned (or kept in quarantine for 72 hours) at regular intervals. | ✓ | Sport Specialist to be responsible for coordination of sports equipment. | |
| | <ul style="list-style-type: none"> Competitions between different schools: The school refers to guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance. | ✓ | Individual risk assessments linked to sports are undertaken when required. | |
| Curriculum: Music, dance and drama in school PHE Safer Singing Reference (see also Performances) | <ul style="list-style-type: none"> Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation. | ✓ | Music Hub to deliver lessons in Year 4. Ventilation is required if singing is done indoors. | L |
| Playground and school field | <ul style="list-style-type: none"> The school makes use of outdoor spaces to support delivery of the curriculum – outdoor education can limit transmission. | ✓ | | L |
| Lack of air changes / ventilation | <ul style="list-style-type: none"> Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Further advice available here (HSE) and here (CIBSE). | | No air conditioning in the nursery. | L |

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| | <ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus: <ul style="list-style-type: none"> Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors (note that this also has the benefit of reducing touch points). Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts. | ✓ | Windows constantly kept open in classrooms and corridors and shutter doors kept open. | |
| | <ul style="list-style-type: none"> To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts Increasing the ventilation while spaces are unoccupied (e.g. before and after classes, during break and lunch) Providing flexibility to allow additional, suitable indoor clothing. The school has a mindful and considerate approach with parents who have difficulty obtaining uniform items or are experiencing financial pressures. Rearranging furniture where possible to avoid direct drafts. | ✓ | Pupils and adults to wear additional layers if necessary. Pupils to wear their layers under the school uniform. Letter sent to parents on 6.11.20 and staff informed on 9.11.20 | |
| | <ul style="list-style-type: none"> Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. CO₂ monitors have been used to identify classrooms, indoor play areas, offices and meeting rooms with poor ventilation. | ✓ | | |
| Breakfast, after school and holiday clubs (Reference) | <ul style="list-style-type: none"> The school is working to resume all your before and after-school activities and wraparound childcare for pupils. See also sport, performances, and trips sections. | ✓ | Breakfast club to continue in individual year groups. No afterschool clubs up until 1 st April. 16.08.21 - Breakfast club will continue in the classrooms Sept 21. | L |

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| Operational issues | | | | |
| Availability of staff | <ul style="list-style-type: none"> From September there is a higher likelihood that a class will remain in school: <ul style="list-style-type: none"> Where their teaching staff with symptoms/test positive are self-isolating. Non-double vaccinated staff identified as close contacts will be required to self-isolate. The potential impact on staffing has been explored and contingency plans are in place (use of supply / re-deploying school staff) Contingency plans have been explored in the event that key members of staff are unavailable to work e.g. they are self-isolating. These may include: <ul style="list-style-type: none"> Staff involved and trained in personal care PI trained staff First Aiders / Paediatric First Aiders Site management DSL | ✓ | No identified pupils in school at the moment. Positive handling training carried out 16/10/2021. Rota ensures at least one DSL on site daily. 16.08.21 - Staff will be redeployed from other areas of the school if potential staffing is an issue. | L |
| Personal Health and Safety Concerns (General) | | | | |
| SEND pupils | <ul style="list-style-type: none"> Individual pupil risk assessments are subject to regular reviews noting any behavioural changes with the pupil on site. Staff working with pupils who spit uncontrollably should wash their hands than other staff. Face shields are considered as a possible control measure (contact your Safety Adviser). Pupils who use saliva as a sensory stimulant or who struggle with hand hygiene may also need more opportunities to wash their hands. | ✓ | Individual risk assessments reviewed and shared with relevant staff on 14.1.21 | L |
| Staff welfare and staff redeployment | <ul style="list-style-type: none"> Governing boards and school leaders have regard to staff (including the Head Teacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are | ✓ | Email sent on 2.11.20 re SAS counselling support month; 27.11.20 regarding staff wellbeing, online support sessions available to | L |

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| | proposing putting in place and involve all staff in that process. | | NCC employees; 15.01.21 email sent providing different support in place for wellbeing and signposting where staff can obtain the various support schemes. 19.02.21 e-mail sent regarding https://www.educators-barnardos.org.uk/ staff wellbeing with lots of useful tips and advice to help anyone who feels they may need some additional support. E-Mail sent 30/04/2021 Regarding SAS Gym membership for staff. Shared at INSET day 31.08.21 | |
| | <ul style="list-style-type: none"> Telephone counselling services are available. | ✓ | Available via SAS. | |
| | <ul style="list-style-type: none"> Appropriate support and contact is provided to staff who are home working, particularly for extended periods of time. https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/ | ✓ | Weekly welfare checks. | |
| | <ul style="list-style-type: none"> Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher Any redeployments are not at the expense of supporting pupils with SEND. | ✓ | Teaching assistants deployed to cover lessons under the planning of the teacher. Teaching assistants work alongside a teacher present in school. | |
| | <ul style="list-style-type: none"> Managers have discussed and agreed any changes to staff roles with individuals. Planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit. DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing. Where staff have been temporarily redeployed to different roles, they have the appropriate skills, expertise and experience to carry out the work. | ✓ | No additional tasks have been allocated to staff over and above their pay grades. | |

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| Pupil welfare and mental health support (Reference) | <ul style="list-style-type: none">Where pupils, parents and households are reluctant or anxious about attending school their concerns are discussed and reassurance provided on the measures you are putting in place to reduce any risks. Pupils may include those who:<ul style="list-style-type: none">are concerned about the possible increased risks from coronavirus <p>Ref: Wellbeing for Education Return programme</p> | ✓ | <p>Nurture Leads to support children highlighted as being anxious regarding their return to school.</p> <p>Specific children throughout lockdown have been targeted by TA's to undertake a bespoke program of support.</p> <p>Nurture leads to provide coaching and mentoring for TA's.</p> <p>SLT and JL to work alongside parents of pupils.</p> <p>SLT, Office Manager and Nurture Specialists to work alongside individual households and pupils with specific measures in place.</p> | L |
| | <ul style="list-style-type: none">Pastoral support is offered to pupils who are:<ul style="list-style-type: none">self-isolatingshieldingvulnerable | ✓ | JL to work with individual parents or pupils to aid a smooth transition into school alongside the SLT. | |
| Other Issues | | | | |
| Remote Education | <ul style="list-style-type: none">Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day.<ul style="list-style-type: none">The remote education provided is equivalent in length to the core teaching pupils would receive in school. | ✓ | <p>Passed to Governors on 16 November 2020.</p> <p>Assistant Heads responsible for remote learning.</p> <p>Remote education is monitored by assistant head and nurture lead on a weekly basis and nurture leads in place for pastoral support.</p> | L |

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| | <ul style="list-style-type: none"> Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern A named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education is appointed. | ✓ | Remote Education Lead: Sophie Lynch and Ruth Farnsworth | |
| | <ul style="list-style-type: none"> The school has published information about their remote provision on their website. An optional template is available to support this legal requirement. | ✓ | Remote Learning provision published on website and regularly reviewed. | |
| Education Recovery Reference | <ul style="list-style-type: none"> The school access programmes and activities to support pupils to make up education missed as a result of the pandemic. | ✓ | See education recovery plan | |
| Incident Reporting | <ul style="list-style-type: none"> A case of disease is recorded via the school's incident reporting system and to the HSE (via RIDDOR) where a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease. https://notifications.hse.gov.uk/riddorforms/Disease (Contact your Safety Adviser for advice) | ✓ | | L |
| Safeguarding | <ul style="list-style-type: none"> If a vulnerable pupil is required to self-isolate, the school: <ul style="list-style-type: none"> notifies their social worker (if they have one) agrees with the social worker the best way to maintain contact and offer support checks if a vulnerable pupil is able to access remote education support supports them to access it (as far as possible) regularly checks if they are accessing remote education | ✓ | Phone parent first then Inform SW when child not attended within 3 days. Work with SW and LA to encourage child to attend the provision | L |
| School Meals | <ul style="list-style-type: none"> The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time. | ✓ | Free school meal vouchers to be provided in the event of a bubble closure. | L |
| Reviews | <ul style="list-style-type: none"> Regular reviews are undertaken on the effectiveness of the control | ✓ | | L |

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| | measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England. | | | |
| | <ul style="list-style-type: none"> Updates are highlighted on the risk assessment and shared with staff. | ✓ | Regular reviews of the risk assessment | |

| | | |
|---|---|--|
| Are there any other foreseeable hazards associated with Covid-19? | | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Additional Hazards | List any additional control measures required | Residual Risk rating High, medium, low |
| | | |

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| ASSESSED BY (Print name) NATASHA KELLY | SIGNED  | DATE 15 Dec 2021 |
|--|---|----------------------------|