

This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19

Risk Assessment for:	Whole School - Covid 19 (8 <sup>th</sup> March 2021 Onwards)			Version	2.0 (18)		
School:	Marine Academy Primary	Address:	Trevithick Road, St Budeaux, Plymouth, PL5 2AF				
Person(s) / Group at risk:	Staff, pupils, visitors and contractors						
Risk Assessment carried out by:	SIOBHAN MEREDITH (Headteacher)	Date:	04.03.2021	Approved by:	ELT	Date:	
	ALEX BETTINSON (Site Team Leader)	Date:	04.03.2021	Approved by:	Governing body	Date:	05.03.2021



<p>Rules come into effect on 8<sup>th</sup> March 2021 with a roadmap to remove restrictions. More information can be found here: <a href="https://www.gov.uk/government/publications/covid-19-response-spring-2021">https://www.gov.uk/government/publications/covid-19-response-spring-2021</a> From 8 March, all pupils should attend school.</p>	<p>Current Tier: <b>National Lockdown with Roadmap</b></p>
<p>This is a live document and will be continuously reviewed alongside the latest Covid-19 government guidance and hierarchy of controls: <a href="#">Annex A: health and safety risk assessment</a>. It must also be read alongside existing risk assessments and health and safety arrangements for Marine Academy Primary.</p> <p>The following guidance must be followed as the return to school risk assessment is based on the principles and guidance contained within DfE Guidance: <a href="#">Schools Coronavirus operational guidance from 8th March</a> <a href="#">Actions for early years and childcare providers during the coronavirus (Covid 19) outbreak</a></p>	
<p>When conducting the risk assessment, it is important that the school adopts a considered collaborative approach in line with DfE Guidance. It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures. This risk assessment is generic, and each school is responsible for reviewing and amending to ensure it is applicable to their setting and the latest government guidance <b>and must consult with their staff regarding the risks and control measures being implemented.</b></p>	
<p>Please see updated guidance from PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19 Flowchart.</p> <ul style="list-style-type: none"> <li>• There is no longer a need to routinely report individual suspected cases to PHE South West Health Protection Team (PHE SW HPT)</li> <li>• There is still a need to report suspected cases to PHE SW HPT in the following scenarios: <ul style="list-style-type: none"> <li>o The symptomatic person has been admitted to Hospital</li> <li>o The possible case REFUSES testing</li> </ul> </li> </ul>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
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		<ul style="list-style-type: none"> <li>o There are a cluster of possible cases/unexpected increase in absenteeism</li> <li>o The possible case has DEFINITE link to a confirmed case</li> </ul> <p>Local reporting to Plymouth City Council</p> <ul style="list-style-type: none"> <li>• You no longer need to report individual cases to Plymouth City Council.</li> <li>• Inform Plymouth City Council if you are reporting to PHE SW HPT any suspected cases in line with the scenarios noted above.</li> <li>• Contact PCC if you have any concerns or queries regarding COVID-19 for additional advice and support.</li> <li>• Report any suspected cases in line with scenarios noted above using this email address: <a href="mailto:covid19@plymouth.gov.uk">covid19@plymouth.gov.uk</a></li> <li>• If you have any concerns or queries regarding COVID-19 contact PCC on the email above.</li> <li>• As with the PHE flow chart continue to report to PCC any confirmed cases or outbreaks in your setting using <a href="mailto:covid19@plymouth.gov.uk">covid19@plymouth.gov.uk</a></li> </ul> <p>Note: timely local reporting will enable swift local response and support.</p>		
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1	Social distancing and reducing risk of transmission			
<p><b>Definition of a close contact</b></p> <p>When completing your risk assessment, it is important that your mitigations control measures in all aspects of the school day, considers PHE definition of 'close contact'.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 meter, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 meters for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>Focusing on obtaining mitigations they reduce close contact, will reduce staff and pupil absences when there are cases within the school.</p>				
1.1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing	Parents/Carers have a 25 minute period each morning to drop off their children to various drop-off points. Drop-off points have been selected based on the position of the classroom that the children being dropped off are based in. Parents/Carers have been recommended to wear a face covering on the Academy Site. There are staggered finish times and varied collection points, which have been chosen based on the position of the classrooms in the school to reduce crossover in corridors. A letter was sent to Parents/Carers outlining start and end of the day arrangements on 15.07.2020 and followed up in both the July and August Newsletters.	Staggered start and end times included varied drop off and collection points were confirmed with Parents/Carers:	

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		<p>The aforementioned letter asked Parents/Carers to ensure that only one adult drops off and collects the children. Leaders will remind Parents/Carers of this during the start and end of the day. Drop off locations and collection points are varied to utilise all entrance routes.</p> <p>Staff must wear face coverings during drop off and collection from 04.01.2021.</p> <p>A one way system is in place at the start and end of the day. At break and lunchtimes, classes will also reduce crossover in the corridor. Everyone is reminded to keep to the left when moving around the school.</p> <p>If pupils or staff have worn disposable face coverings when arriving at school, these are to be disposed of in the hazardous waste bin in the Medical Room. If the face coverings are reusable then these are to be stored safely in the pupils' or staff members' bag.</p> <p>The process will be communicated clearly to staff during the INSET day on 01.09.2020 and to children during their first day back on 02.09.2020, following the recommendations in the government guidance <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Schools Coronavirus operational guidance from 8th March</a>.</p> <p>Leaders/Teachers on duty will instruct children to wash their hands, on arrival.</p> <p>Pupils, staff and others are not permitted entry to the school building and should not come to the school grounds if they have <a href="#">coronavirus (Covid 19) symptoms</a>, or have tested positive in the last 10 days. Information about this was included in the August Newsletter.</p> <p>Anyone who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, is sent home and advised to follow: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> 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 (COVID-19). 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		household (including any siblings) should self-isolate for at least 10 days from when the symptomatic person first had symptoms.		
1.2	Parents gathering at school gate not social distancing	<p>Parents/Carers' drop-off and collection protocols minimise adult to adult contact, with Parents/Carers being asked to stay a safe distance away from the exit doors. Leaders will be at various points, a safe distance away from the exit doors and Parents/Carers, to monitor this and give reminders where necessary.</p> <p>Letter sent to Parents/Carers on 15.07.2020 made clear to them that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment). Parents/Carers explicitly told to wear face coverings when in the Campus (letter dated 04.01.2021).</p> <p>No Stay and Play sessions or tours of the Academy are planned until further notice.</p>		
1.3	Overcrowding in classrooms and corridors.	<p>Children are to be grouped into consistent groups with contact between groups avoided (see Curriculum section below), this includes no streaming in English and Maths.</p> <p>Desks, in KS1 and KS2 classrooms, are all forward facing and spaced as far apart as possible and arranged in rows so that face to face seating is avoided with a safe distance away from the teacher, who is positioned at the front of the room.</p> <p>Classes are all aware of their allocated break and lunchtime outdoor area arrangements and access to their age appropriate equipment and resources. This will ensure the prevention of mixing with other groups.</p> <p>Classrooms only have the correct number of chairs for the number of children in the room (with additional chairs placed in front of the computer desks).</p> <p>Movement around the school has been reduced using timetabling and appropriate selection of classroom or other learning environments. This has included classes not streaming for English and Maths but teachers still only teaching one of the core subjects, in this situation the teachers will move but the children will not. Children will also stay in their classrooms (aside from Reception) to eat their lunch.</p>		

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		<p>All assemblies will be virtual and conducted using Microsoft Teams. All staff, students and visitors will be supported in their wishes to wear face coverings wherever possible.</p> <p>Schools will mandate the use of face masks in accordance with latest government guidance: <a href="#">Schools Coronavirus operational guidance from 8th March</a> and <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>.</p> <p>Where individuals are wearing a face mask they must provide their own and follow disposal measures as laid out by the school. Reusable masks must be kept on their person or inside their bag at all times.</p> <p>Where face coverings are detrimental to the needs of the staff or students, the school leadership team will work closely with individuals to find a resolution to help them feel comfortable and safe.</p> <p>During 04.01.2021 INSET, staff asked to not unnecessarily visit another classroom and if they do then they are to wear face coverings. Reminders were given to staff in advance of full opening during week beginning 01.03.2021.</p> <p>In primary schools, face coverings should be worn as recommended, by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p> <p>Face visors or shields should not be worn as an alternative to face coverings, unless supported by an appropriate risk assessment for a specific situation.</p>		
1.4	Risk of transmission within EYFS settings	<p>The EYFS setting within the school site will follow the relevant system of controls and follow the latest guidance <a href="#">Action for Early Years and Childcare Providers during the Coronavirus outbreak</a>.</p> <p>The setting will carry out separate risk assessments for specific areas (i.e. malleable materials / messy play / tooth brushing) and will communicate these fully to the relevant parties. Reception, Pre-School and Nursery will not mix but will maintain cohort bubbles like other year groups in the Academy.</p>		

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1.5	Groups mixing during breaks and lunchtime compromising social distancing.	<p>Staggered break times are in place and have appropriate supervision; there will always two adults on duty with the children. Their outdoor spaces for break time and the timing of break will be different and will ensure no bubbles are compromised. Lunchtimes are also staggered and adults know to ensure that all children have washed their hands prior to after eating. Children will sit at their learning tables to eat their lunch, aside from Reception who will eat in the Hall at tables that have been separated and do not face each other. Hot lunches will be delivered to Classrooms using trolleys. Playworkers will do this with the support of the class TA. Everyone will ensure that they keep further apart than normal during lunchtimes. Tables will not be used by different groups but Playworkers/TAs will ensure that the tables are thoroughly wiped down with the COSHH products made available to them.</p>	<p><b>Week A</b></p> <table border="1"> <thead> <tr> <th>10:00-10:15am</th> <th>10:20-10:35am</th> <th>10:40-10:55am</th> <th>11:00-11:15am</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td>Year 2</td> <td>Year 3 - Field/Tennis Courts/Class Year 4 - Playground</td> <td>Classes S4D and 4DM - Playground Classes S1 and 4AW - Field/Tennis Courts/Class</td> </tr> </tbody> </table> <p><b>Week B</b></p> <table border="1"> <thead> <tr> <th>10:00-10:15am</th> <th>10:20-10:35am</th> <th>10:40-10:55am</th> <th>11:00-11:15am</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td>Year 2</td> <td>Year 3 - Playground</td> <td>Classes S4D and 4DM - Field/Tennis Courts/Class Year 4 - Class/Target Courts/Class Classes S1 and 4AW - Playground</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Please ensure that children have gone to the toilet prior to going out of bubbles, once outside, they will be unable to use the toilet.</li> <li>If the field is dry then please use it. If the field is wet and the tennis courts are available then you are able to use them. If the tennis courts are unavailable then children will stay in class please.</li> <li>There is a five minute time gap in between Years 1 to 4 to avoid passing where possible aside from for Years S1.</li> </ul> <table border="1"> <thead> <tr> <th>11:00am</th> <th>12:00pm</th> <th>12:30pm</th> <th>1:00pm</th> </tr> </thead> <tbody> <tr> <td>Reception - Playground</td> <td>Reception - Hall</td> <td>Year 1 - Class</td> <td>Year 1 - Field/Tennis Courts/Class</td> </tr> <tr> <td></td> <td>Year 1 - Class</td> <td>Year 2 - Class</td> <td>Year 2 - Playground</td> </tr> <tr> <td></td> <td>Year 2 - Class</td> <td>Year 3 - Class</td> <td>Year 3 - Class</td> </tr> <tr> <td></td> <td>Year 3 - Field/Tennis Courts/Class</td> <td>Year 4 - Class</td> <td>Year 4 - Class</td> </tr> <tr> <td></td> <td>Year 4 - Playground</td> <td>Classes S1 and 4AW - Class</td> <td>Classes S1 and 4AW - Field/Tennis Courts/Class</td> </tr> <tr> <td></td> <td></td> <td>Classes S4D and 4DM - Class</td> <td>Classes S4D and 4DM - Playground</td> </tr> </tbody> </table>	10:00-10:15am	10:20-10:35am	10:40-10:55am	11:00-11:15am	Year 1	Year 2	Year 3 - Field/Tennis Courts/Class Year 4 - Playground	Classes S4D and 4DM - Playground Classes S1 and 4AW - Field/Tennis Courts/Class	10:00-10:15am	10:20-10:35am	10:40-10:55am	11:00-11:15am	Year 1	Year 2	Year 3 - Playground	Classes S4D and 4DM - Field/Tennis Courts/Class Year 4 - Class/Target Courts/Class Classes S1 and 4AW - Playground	11:00am	12:00pm	12:30pm	1:00pm	Reception - Playground	Reception - Hall	Year 1 - Class	Year 1 - Field/Tennis Courts/Class		Year 1 - Class	Year 2 - Class	Year 2 - Playground		Year 2 - Class	Year 3 - Class	Year 3 - Class		Year 3 - Field/Tennis Courts/Class	Year 4 - Class	Year 4 - Class		Year 4 - Playground	Classes S1 and 4AW - Class	Classes S1 and 4AW - Field/Tennis Courts/Class			Classes S4D and 4DM - Class	Classes S4D and 4DM - Playground	
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1.6	Groups mixing during extra-curricular provision	<p>To ensure wider protective measures, children will attend Breakfast and After School Club in their Key Stage Bubbles (EYFS, KS1, LKS2 and UKS2) where possible. These will be based in a different classroom each week and will be thoroughly cleaned in advance of other children entering the room at the start of the day. After School Club will need to be booked in advance (the Friday of the week before it is required) to ensure that small, consistent groups are maintained. In line with Holiday Club guidance, Breakfast and After School Clubs and Holiday Club will deliver sessions outside where possible. The school will continue to follow this guidance: <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a> As with physical activity during the school day, contact sports should not take place and recommendations set out in <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak should also be taken into consideration.</a></p>																																														

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage Parents/Carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE have issued guidance for parents and carers, which schools may want to circulate.</p>		
1.7	Wraparound Provision	<p>Marine Academy Primary will continue breakfast and after-school provision, in line with the latest guidance: <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></p> <p>Schools can consult the guidance produced for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></p> <p>Carefully consider with external providers how such provision can work alongside wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then use small, consistent groups.</p> <p>DfE have issued <a href="#">guidance for parents and carers</a>, which schools may circulate to parents and carers.</p> <p>Encourage parents to limit their use of multiple out of school setting providers as far as possible.</p>	<p>Only one Holiday Club for the EYFS bubble will run during the Easter break.</p> <p>Breakfast and After School Clubs will be for parents who need their children to attend due to their working patterns.</p> <p>Parents/Carers reminded to book After School Club in advance using ParentPay.</p>	
1.8	Spread of virus due to increased numbers of people within the building.	<p>Inform staff, parents, carers and other adults that:</p> <ul style="list-style-type: none"> <li>• if their child needs to be accompanied to school only one parent should attend</li> <li>• Pupils, staff and other adults not to come into the school they have one or more symptoms, a member of their household / support bubble or childcare bubble has symptoms, they are required to quarantine after visiting countries outside the Common Travel Area or they have had a positive test.</li> <li>• They must immediately cease to attend and not attend for at least 10 days from the day after: the start of their symptoms, the test date if they did not have any symptoms but have had a</li> </ul>	<p>PowerPoint shared with all staff during week beginning 1<sup>st</sup> March to provide additional guidance and support.</p>	

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test.</p> <ul style="list-style-type: none"> <li>• Active engagement with NHS Test and Trace</li> <li>• Children will be grouped together</li> <li>• Contact between groups limited so far as possible</li> <li>• Forward facing desks where practical and possible</li> <li>• Staff maintaining distance from others as much as possible</li> </ul> <p>Posters and briefings (led during week beginning 1<sup>st</sup> March) to those who have access to the school to remind them to focus on the 4 key points of infection control:</p> <ol style="list-style-type: none"> <li>1. Do not attend if symptomatic. If symptoms commence on site, isolate, inform leadership and leave. Unless caring for a student in which case PPE required, avoid contact with anyone with symptoms</li> <li>2. Frequent hand cleaning and good respiratory hygiene practices. Promote the 'catch it, bin it. Kill it' approach.</li> <li>3. Regular cleaning of settings has been increased with additional cleaning support from (Cormac). Cleaning time allocation amended to enable a more thorough clean in the areas of the building that are in use. In addition, antibacterial spray, gloves, aprons and goggles / visors are provided where required.</li> <li>4. Minimising contact and mixing by; grouping students into year groups, entry to administration and support offices is limited to those who work in these areas so far as reasonably practicable, lunch may be served to classrooms to minimise any gatherings, mass use of touch points.</li> <li>5. Bubbles will remain in their classrooms so far as reasonably practicable. Staff will move around the school and maintain distancing so far as reasonably practicable.</li> </ol>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
1.9	Staff	<p>Staff should maintain social distancing of 2m wherever possible. If reduced to 1m as long as mitigations are in place, e.g. appropriate PPE.</p> <p>The priority is always to try to maintain 2m social distancing, but where this cannot be achieved, regular hand washing/cleaning and good respiratory hygiene are also important for both staff and pupils. Government guidance should be followed where reasonably practicable but due to the nature of the work, it is acknowledged that the majority of staff will not be able to work from home while students are at school.</p>		
<b>2</b>	<b>Premises related matters</b>			
2.1	Visitors and deliveries	<p>Visits and deliveries have been arranged for quiet times or outside school hours wherever possible.</p> <p>Signing in screen has been installed and lanyards will not be given to visitors, they will instead be asked to stick the label printed from the new signing in screen to their clothing.</p> <p>Adults touching the signing in screen will be asked to use the hand sanitiser provided in advance of touching the screen. The screen will also be cleaned regularly.</p>		
2.2	Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<p>Weekly review whole school risk assessment (RA22 or equivalent), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) and this must include curriculum risk assessments where necessary.</p> <p>The layout of the Academy has been considered to enable access to outdoor space and the equipment necessary for teaching all year groups.</p> <p>Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p> <p>Carry out a premises safety check. Follow up work to be reported to the Site Team Leader and action taken to resolve.</p>		
2.3	First Aid procedures,	Review First Aid risk assessment (RA22 or equivalent).		

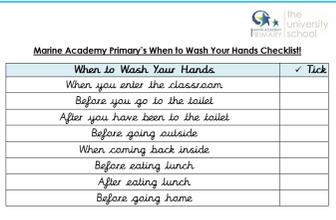
No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
	Reduced numbers of first aiders and Paediatric first aider.	<p><a href="#">First aid during the coronavirus (COVID-19) pandemic</a> guidance to be followed.</p> <p>All staff have completed the Emergency at Work First Aid qualification and there will always be staff who are Paediatric First Aid trained on site.</p> <p>PPE is held within the Medical Room and Admin Team Office.</p> <p>Any changes with regards to First Aid will be communicated via email and through weekly Unit Meetings.</p>		
2.4	Fire Procedures	<p>The fire risk assessment has been reviewed taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes, and any increased risks of having significant amounts of high-alcohol-content hand sanitiser on the premises and compliance with its safe storage requirements. These remain unchanged but staff are reminded to ensure their classes are in straight lines at the evacuation point to minimise contact with any others.</p> <p>Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> <p>Ensure any PEEPs are still suitable and staff are aware of contents.</p> <p>Fire drills to continue as normal.</p>		
2.5	Water hygiene – management of legionella	<p>Review the water hygiene management plan.</p> <p>Site Team will ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.</p> <p>Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing School Premises during the Covid-19 outbreak</a>.</p> <p>Hot water system heated to full temperature, and hot and cold systems flushed through, and temperatures monitored and recorded as standard.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
2.6	Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>Training of all staff during INSET on 01.09.2020 – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, and location of designated room (Meeting Room) for suspected cases. Additional training given on 04.01.2021 INSET and to all groups of staff during week beginning 01.03.2021 prior to full opening on 08.03.2021.</p> <p>Explaining to children about the use of face coverings – to support children with adhering to social distancing.</p> <p>Headteachers and Leaders will monitor arrangements and make remedial actions where needed.</p> <p>Ensure there are opportunities for all employees to raise concerns / make suggestions.</p>		
2.7	Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors).</p> <p>If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</p>		
2.8	Staff areas and offices to comply with social distancing and safe working practice	<p>Numbers of people reduced at one time to allow social distancing in the MULA – six at any one time, Admin Team Office – two at any one time and Inclusion Team Office – two at any one time.</p> <p>Avoiding unnecessary gatherings.</p> <p>Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils and to use hand sanitiser in advance of touching the facilities.</p> <p>Enhanced cleaning regimes as per below.</p>		
2.9	Ventilation to reduce spread	<p>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding) using the wedges provided by the Site Team.</p> <p>Keep the windows in the corridors open to allow full fresh air.</p> <p>Further information can be found here:</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a>		
2.10	Management of waste	<p>Ensure bins for tissues are emptied throughout the day – this will be done by the Cleaning Team who will rotate hourly around the Academy.</p> <p>Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks) and Government guidance on disposal of waste, including waste such as wipes and cloths generated by additional cleaning and disposable face coverings where for instance they have been worn for the journey to school. You must make sure that these items are disposed of properly rather than going into recycling bins.</p> <p>For testing waste, refer to the testing specific risk assessment and latest government guidance.</p>		
2.11	Management of incoming goods	<p>Follow measures in place at the school regarding supplies coming into and out of the school, which takes into consideration SD and hygiene measures. Admin Team to encourage drop off of supplies to take place between the two entrance doors and then the member of Admin Team on the desk to collect the supplies.</p> <p>Reduce paper based correspondence as far as possible and communicate via email and Xpressions.</p> <p>Where possible send all messages electronically.</p> <p>Internal messages to be passed electronically or by telephone.</p> <p>Where post needs to be sent, this should be handled by one individual to minimise contact.</p> <p>Incoming post – stringent hand washing should take place where post cannot wait 72 hours before opening.</p>		
2.12	School owned outdoor play equipment	<p>Equipment to be cleaned frequently.</p> <p>Good hygiene and social distancing are promoted using signage and other methods of communications (Parent Board, school newsletters) to set out: maximum numbers to enable social distancing, encouraging parents to clean children's hands before and after play, disposal of all rubbish.</p> <p>Equipment used by classes at break time and lunchtimes will only be used by the specific classes.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>During breaktime, lunchtimes and PE lessons one ways systems around pieces of equipment, cleaning regimes if applicable for high traffic touch points such as slides, monkey bars and climbing frames / walls, playhouses and huts, crawl through tunnels and tube slides, exercise equipment, gates, benches and picnic tables, refuse areas and bins.</p> <p>All children will use hand sanitizer prior to using the equipment.</p> <p>Consult guidance on <a href="#">Managing Outdoor Playgrounds</a> for equipment also used by the community.</p> <p>When used by the school, it must be appropriately cleaned between groups of children and only used by one group at a time.</p>		
2.13	Contractors on-site whilst school is in operation	<p>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</p> <p>Before contractors come onto site the following should be in place:</p> <p>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</p> <p>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <p>Temperature checks may be carried out on arrival and before entering the school building using the infrared thermometer that the Admin Team have.</p> <p>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</p> <p>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</p> <p>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		A record should be kept of all visitors with sufficient details to support contact tracing, this is done via the signing in machine.		
<b>3</b>	<b>Cleaning and reducing contamination</b>			
3.1	Contaminated surfaces spreading virus.	<p>Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Follow government <a href="#">guidance for working in education and childcare</a> if someone becomes ill with suspected COVID-19 at the setting.</p> <p>Follow guidance on <a href="#">Cleaning and decontamination of non-health care settings</a>. In cases where soft furnishings are still in use, they should be laundered by following the guidance in the attached link: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>		
3.2	Shared resources and equipment increasing spread	<p>To prevent the sharing of stationery and other equipment where possible, each child has a pack of equipment on their table.</p> <p>Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to maintain social distancing; hand sanitizer is positioned nearby and staff are encouraged to use this in advance of touching the photocopier.</p> <p>Enhanced cleaning regimes.</p> <p>Children have been asked to not bring in items (e.g. toys) from home. Reading books taken home from school will be stored when returned for 72 hours if it cannot be cleaned as well as being sprayed with antibacterial spray.</p> <p>Limit handling of pupil work by staff where possible.</p> <p>Resources, equipment and specialist equipment (i.e. Therapy) should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes																		
		for a period of 48 hours (72 hours for plastics) between use by different bubbles.																				
3.3	Cleaning staff and hygiene contractor's capacity - providing additional requirements	<p>Additional cleaning requirements have been agreed and working hours of the cleaning team have been adjusted to fit in with the school day.</p> <p>Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. COSHH certificates have been obtained for all supplies used in school. See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a>.</p> <p>Put in place an enhanced cleaning schedule and establish more frequent cleaning of shared areas or those used by different groups. Additional guidance on cleaning of non-health care settings is to be published by Public Health England by the end of the summer term. Review COSHH risk assessments where there is any change in products.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>																				
3.4	Sufficient handwashing facilities for staff and pupils	<p>Where a sink is not nearby, there is supervised access to hand sanitiser in classrooms and other learning environments.</p> <p>Children will all access facilities throughout the day and there are enough hand wash and sanitiser stations are available based on what you have learned from usage to date.</p>																				
3.5	Additional time for all to carry out handwashing	<p>Frequent hand cleaning as part of normal routine with children using a handwashing check list.</p> <p>Children will have regular access to handwashing facilities through the day using the toilets linked to their classroom.</p> <p>Build routines into behaviour expectations and school culture; all children will be reminded of the Academy Rules and these were reiterated to Parents/Carers in the letter dated 15.07.2020.</p>	 <p>The image shows a checklist titled "Marine Academy Primary's When to Wash Your Hands Checklist!". It lists various occasions for handwashing, with a "Tick" column for each. The first item, "When you enter the classroom", has a checkmark in the tick column.</p> <table border="1"> <thead> <tr> <th>When to Wash Your Hands</th> <th>Tick</th> </tr> </thead> <tbody> <tr> <td>When you enter the classroom</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Before you go to the toilet</td> <td><input type="checkbox"/></td> </tr> <tr> <td>After you have been to the toilet</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Before going outside</td> <td><input type="checkbox"/></td> </tr> <tr> <td>When coming back inside</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Before eating lunch</td> <td><input type="checkbox"/></td> </tr> <tr> <td>After eating lunch</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Before going home</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	When to Wash Your Hands	Tick	When you enter the classroom	<input checked="" type="checkbox"/>	Before you go to the toilet	<input type="checkbox"/>	After you have been to the toilet	<input type="checkbox"/>	Before going outside	<input type="checkbox"/>	When coming back inside	<input type="checkbox"/>	Before eating lunch	<input type="checkbox"/>	After eating lunch	<input type="checkbox"/>	Before going home	<input type="checkbox"/>	
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3.6	Handwashing practice with children	<p>Review the guidance on hand cleaning and all children will be reminded about handwashing during their first SMSC lesson of the term using relevant literature, including Now Wash your Hands by Matt Carr, I Don't Want to Wash my Hands by Tony Ross, What are germs? by Katie Daynes and Do Not Lick This Book by Idan Ben-Barak. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at <a href="#">e Bug</a>.</p> <p>Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs.</p> <p>Hand Washing Posters are laminated and displayed by sinks in the toilets and classroom – <a href="https://www.twinkl.co.uk/resource/six-steps-to-washing-your-hands-t-tp-2549355">https://www.twinkl.co.uk/resource/six-steps-to-washing-your-hands-t-tp-2549355</a></p>		
3.7	Good respiratory hygiene	<p>Promote 'catch it, bin it, kill it' ensuring that enough tissues and bins are available. Support should be provided for young children and those with complex needs, particularly where children spit / use saliva. In such cases this should be considered within the pupil's individual risk assessment.</p> <p>Nose Wiping Station is set up in each classroom with the poster laminated and displayed. Admin Team have additional boxes of tissues. Signage for this can be downloaded from: <a href="https://www.twinkl.co.uk/resource/t-m-2579-nose-wiping-station-sign">https://www.twinkl.co.uk/resource/t-m-2579-nose-wiping-station-sign</a></p>		
3.8	Sufficient supplies of soap and cleaning products	<p>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</p> <p>Each classroom provided with gloves and disinfectant spray to be used if a pupil or staff member coughs or sneezes on a piece of equipment or furniture and to regularly wipe down tables.</p>		
3.9	Toilets being overcrowded	Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		necessary. Children to only access the toilets for their classrooms and to be encouraged to use the toilet prior to going out to break and lunch, consequently avoiding needing to use the toilet during their break. Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.		
3.10	Dedicated spaces	Dedicated space to be arranged should anyone require a space for i.e. worship, breast feeding or expressing (Meeting Room). Area to be cleaned thoroughly between uses.		
<b>4</b>	<b>Staff related issues</b>			
4.1	Staff access and egress to site and buildings	Staff will arrive and leave the building in their normal way. It is all staff responsibility to adhere to distancing measures wherever possible. The majority of staff travel by car, cycle or walk. Staff using public transport must follow government guidance: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> and dispose of their mask or store it appropriately. Staff must use the hand sanitiser when they sign in and then wash their hands when they arrive in their classrooms or offices.		
4.2	Staff measures to reduce contact and transmission Covid-19. New variant of the Covid-19 virus. It is also noted that the new variant may present an increased risk amongst children and young people	The following section of the DfE guidance must be followed: <a href="#">Schools Coronavirus operational guidance from 8th March</a> <a href="#">Actions for early years and childcare providers during the coronavirus (Covid 19) outbreak</a>  All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable where necessary. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and should avoid close face to face contact, minimise time spent within 1 metre of anyone and wear appropriate face coverings.		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
	<p>who present as - asymptomatic.</p>	<p>Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>When considering the return of non-teaching staff school leaders should recognise the wider government policy that staff who can work from home should do so and apply this where feasible.</p> <p>Focusing on control measures that reduce close contact, will reduce the number of staff and pupils required to self-isolate when there are cases within the school.</p> <p><i>PHE have identified issues that have arisen in Incident Management teams and some adjustments are being made by schools as a result. Mitigating measures that will reduce the number of close contacts between individuals and therefore numbers required to self-isolate as the result of a positive case in the school:</i></p> <ul style="list-style-type: none"> <li>• <i>minimising bubble sizes,</i></li> <li>• <i>minimising face to face meetings (move to video calling if appropriate),</i></li> <li>• <i>minimising the number of staff and pupils mixing across year groups/ classes at lunch, breaks, staff rooms etc.</i></li> <li>• <i>minimising the movement around the school of pupils and teaching staff,</i></li> <li>• <i>minimising the movement across bubbles of pupils and teaching staff,</i></li> <li>• <i>no car sharing between staff to school</i></li> <li>• <i>keeping to the 2m distancing (for teachers especially) if at all possible</i></li> </ul> <p><i>Other measures that will reduce the spread of the virus in the school – face coverings, thorough regular cleaning regimes throughout the day (of hands and of hard surfaces/ high use touch points), catch it bin it kill it messages.</i></p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>IT Technicians provide IT support remotely and within teaching and office spaces. The ticketing service desk has been promoted to ensure issues are resolved remotely wherever possible. Posters are displayed on IT offices to minimise access. Where it is not possible to resolve an issue remotely, separate drop off and collection points for devices are in place. Items are sanitised before and after repairs are made. Where the technician needs to attend a location within the school, the work will be carried out when the room is empty wherever possible. They will wear face coverings while outside of their office and will request staff and students maintain distancing while in a room. They will maintain good hygiene using hand washing and sanitation products and maintain stringent social distancing.</p>		
4.3	<p>Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>Supply teachers, peripatetic teachers, members of the Inclusion Team and School Leadership Team and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff and site staff who may be working throughout the school and across different groups / sites. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn term and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. See 'School Workforce' section of the DfE guidance: <a href="#">Schools Coronavirus operational guidance from 8th March</a>. Contractors will be arranged outside of school hours where possible, and Site Team will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>All visitors will sign in using the new signing in system.</p> <p>It is important that staff who are managing supply teachers, visitors, contractors and other temporary visiting staff are conversant with social distancing and hygiene protocols within the school.</p>		
4.4	<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers to teach the number of classes, appropriately trained teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Careful planning of the year groups/classes should be undertaken based on staff availability.</p> <p>Supply teachers and other peripatetic staff can be engaged where necessary. See 'school Workforce' section of the DfE guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p> <p>Where there are not sufficient staff to cover staff absences, the critical incident plan / school emergency plans will be followed to condense the school or curriculum, or, enact partial or full school closure.</p>		
4.5	<p>Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Staff should refer to the Staff Hub for guidance and support.</p> <p>Schools advisory service is available to provide free, remote and confidential counselling for any employee.</p> <p>Line Managers to hold discussions with individuals to alleviate concerns and to establish whether additional training or support would be helpful.</p> <p>HR have provided managers with guidance on Absence Management and supporting employees.</p> <p>If appropriate, seek GP or occupational health advice.</p> <p>Where the member of staff has anxieties about returning, this conversation can be held and recorded using the '<a href="#">Risk assessment for all staff including vulnerable groups</a>'</p> <p>Further advice is available from HR if required.</p>		
4.6	<p>Staff understanding</p>	<p>Training during INSET 01.09.2020 included talking to staff about the plans (for example, safety measures, timetable changes and</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
	of new changes – safe practice at work & in classroom. Teaching in a safe environment	staggered arrival and departure times), including discussing whether training would be helpful. Additional guidance and clarification shared on 04.01.2021 INSET and during week beginning 01.03.2021 , in advance of full opening. If staff have any concerns or would like to raise suggestions then they are to contact Siobhan Meredith (Headteacher).		
4.7	Accessing testing arrangements are clear for all staff	Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a> Testing Specific Risk Assessment in school and specific guidance is distributed to all participants. Everyone taking part in regular LFD testing has signed the declaration form to say they read and understood the RA.		
4.8	Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home appropriate PPE should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>		
4.9	Assessment of all staff, including high risk staff with vulnerable /	Staff working in educational settings are critical workers and should continue to go to work. Headteacher will refer to the HR FAQ document to manage individual working arrangements.		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
	shielding family member, underlying health conditions or other risk factors	<p>Staff who have been advised to shield as they are clinically extremely vulnerable should work from home in accordance with the government guidance.</p> <p>All pregnant employees over 28 weeks to continue to work from home.</p> <p>A risk assessment should be undertaken with clinically extremely vulnerable and clinically vulnerable staff returning to the school, especially where they are returning to the school.</p> <p>A risk assessment should also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers.</p> <p>The 'Risk assessment for all staff including vulnerable groups' can be used to aid and record this assessment:  <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Managers Guide to Supporting BAME or other vulnerable colleagues: will follow guidance and undertake a risk assessment with staff member:  <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Pregnancy: The Expectant Mother risk assessment has been amended to include Covid 19 and should be completed.  <a href="https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link">https://staffhub.tedwraggtrust.co.uk/managers-area/covid-19/#Risk-Assessment-anchor-link</a></p> <p>Staff with concerns over their availability to work should refer to the Absence Management Toolkit on the website staff area for further details, risk assessments and resources.</p> <p>The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. See this link for further information:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/cev-from-2-dec</a></p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
4.10	Staff use of PPE	Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. More information can be found in <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>		
4.11	Use of PPE Lack of understanding	Adequate training / briefing on use and safe disposal to be given to relevant staff. Follow guidance on putting on and taking off standard PPE <a href="#">COVID-19: personal protective equipment use for non-aerosol generating procedures</a> and above guidance on use in education settings. Staff to read and raise any queries to H&S lead regarding <a href="#">Face coverings in education.</a>		
4.12	Staff member becoming unwell with Covid 19	<p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you (must liaise with a Senior Leader or AC):</p> <ul style="list-style-type: none"> <li>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</li> </ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.</p> <p>If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>A staff member should let the leadership team know and go home. Where that person needs to use the bathroom before they go home, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else. Everyone must wash their hands after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p> <p>The staff member must arrange testing as soon as possible and must remain in isolation until a negative result is returned, or within the timeframe set by the government for isolation.</p> <p>Managers should engage with the track and trace process including all notifications and information requirements.</p> <p>Any positive result should be recorded on the gov.uk website.</p> <p>The employee will be instructed to get an essential worker test without delay.</p> <p>Where the employee is symptomatic but feels well, the employee may work from home whilst isolating in accordance with the Government Guidance. The employment may not return to work until their test is negative, they are well enough to return and they have completed the appropriate isolation period in accordance with the Government Guidance <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p>		
4.13	Dealing with suspected and confirmed case/ cases and outbreak.	<p>If you have any infection control concerns or questions, please call the South West Health Protection Team on 0300 303 8162.</p> <p>Plymouth City Council can also be contacted by emailing: <a href="mailto:covid19@plymouth.gov.uk">covid19@plymouth.gov.uk</a></p> <p>There is no longer a need to routinely report individual suspected cases to Public Health England South West Health Protection Team (PHE SW HPT)</p> <p>There is still a need to report suspected cases to PHE SW HPT in the following scenarios:</p> <ul style="list-style-type: none"> <li>o The symptomatic person has been admitted to Hospital</li> </ul>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<ul style="list-style-type: none"> <li>o The possible case REFUSES testing</li> <li>o There are a cluster of possible cases/unexpected increase in absenteeism</li> <li>o The possible case has DEFINITE link to a confirmed case</li> </ul> <p>Follow the updated PHE SW HPT flowchart, which has been changed to reflect the need to now self-isolate for 10 days in line with updated guidance.</p> <p>If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through the normal channels.</p> <p>However, in exceptional circumstances when you do not think a child or staff member would be able to access testing by these routes, you should consider using one of the school provided home test kits to improve the chances that the individual will get tested. See the DfE guidance on test kits for schools.</p> <p>School should up-date the <b>Schools Emergency Plan</b> to incorporate the above links.</p> <p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community. (Close contact means):</b></p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p><a href="#">Refer to: Schools Coronavirus operational guidance from 8th March</a>  PHE Flowchart can be found here: <a href="#">..\..\..\..\Guidance\PHE_SW HPT Educational Settings Flowchart V7 14122020.pdf</a></p>		
4.14	Lateral Flow testing	Primary: See school specific testing risk assessment.		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		See guidance on the coronavirus (Covid 19) testing programme for primary schools and nurseries: <a href="#">Coronavirus (COVID-19) asymptomatic testing for staff in primary schools and nurseries</a>		
<b>5</b>	<b>Pupil related issues</b>			
5.1	Vulnerable groups who are clinically, extremely vulnerable.	All pupils should attend education settings unless they are have been advised by their GP or clinician not to attend an education setting. Where a pupil is unable to attend school because of this, systems to be put in place to keep in contact with them, offer pastoral support, and check they are able to access education support.		
5.2	Distressed children	Measures are in place where children are distressed; The Government have recognised that social distancing is going to be incredibly difficult for our youngest children. Whole school guidance should be followed at all times in order to keep everybody safe. There are masks available if you should wish to use them if you need to be in close proximity to a child. In EYFS, as well as tending to a medical need, this could be when comforting a distressed child, changing nappies or dealing with a child who may have had a toileting accident. In these instances, normal PPE usage applies (aprons and gloves) and should be disposed of immediately. There are instances where very young children may spit; the guidance states that, If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they should continue to receive care in the same way. To reduce the risk of coronavirus transmission, no additional PPE is necessary, but additional space and frequent cleaning of surfaces, objects and toys will be required. If a child is likely to spit, and it is necessary for you to be close to them, please reduce the risk to yourself by making sure that you are not 'face to face'. If this is likely to happen during a nappy change, masks are available for you.		
5.3	Children with EHCP and pupils who	A risk assessment has been completed for all children with EHCPS (there are no children currently attending dual settings).		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
	attend dual settings			
5.4	Pupils unable to follow guidance	Some pupils will need additional support to follow these measures; these will be at the discretion of the Headteacher and Inclusion Leader.		
5.5	Pupils equipment	Pupils have been asked to not bring in additional items to school aside from their water bottle and book bag. Staff and pupils will have their own stationery items that are not shared.		
5.6	Member of a class becoming unwell with COVID-19	<p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> <li>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)</li> </ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.</p> <p>If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>of the child and with appropriate adult supervision if required; this will be the Meeting Room as it has a window which should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Allocate a suitable room for this purpose and communicate intentions to staff.</p> <p>Ensure suitable PPE (including fluid resistant face mask) is available at this location.</p> <p>Where that person needs to use the bathroom they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected before being used by anyone else.</p> <p>Everyone must wash their hands after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p>		
5.7	School Uniform	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>On days that children have PE, they have been invited to wear their PE kit to school for the full day.</p> <p>Uniform policies may be temporarily reviewed in light of seasonal weather where necessary.</p>		
5.8	Behaviour	<p>The Positive Behaviour Management Policy will be applied effectively should students not follow health and safety procedures. As they will have been directed any refusal to follow guidelines on things such as distancing will be treated as defiance and sanctioned appropriately.</p>		
5.9	Wrap around care	<p>Wrap around care is provided. Parents/Carers have been made aware that they need to book in one week in advance for After School Club.</p> <p>Schools should work to continue any essential breakfast and after-school provision, where possible, in line with the latest guidance.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a> and <a href="https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021">https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021</a>		
<b>6</b>	<b>Transport</b>			
6.1	Travel to school and provision of safe school transport:	<p>School transport arrangements have been considered and where possible parents and children have been encouraged to walk, scoot or cycle to school where possible.</p> <p>Liaise with School Transport Team where further consideration needs to be given to taxi and escort services – currently N/A.</p>		
6.2	Dedicated school transport, including statutory provision	<p>See guidance: <a href="#">transport-to-school-and-other-places-of-education-guidance</a></p> <p>Although there is no requirement for students to sit with the group of students or “bubble” with which they are educated, students should sit in year groups as far as possible when travelling – this will be in ascending year groups front to back (youngest students at the front of the vehicle). Draw up seating arrangements on vehicles where necessary.</p> <p>Consider how you are going to “police” any seating arrangements as this is not the driver’s responsibility – their role is to focus on driving the vehicle safely. Any arrangements will require clear communication between schools and families/students, and school staff should initially be on hand at the end of each day to assist the students.</p> <p>Where possible, transport operators will aim to keep windows on home to school transport open to increase ventilation; or use air conditioning.</p> <p>Ensure organised queuing/boarding and distancing within vehicles if possible.</p> <p>Ensure organised queuing/boarding and distancing within vehicles if possible.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		Face coverings to be used for children over the age of 11, where appropriate. Consider the use of hand sanitiser upon boarding and/or disembarking.		
6.3	Wider public transport	All to follow <a href="#">The Health Protection (Coronavirus, Wearing of Face Coverings on Public Transport) (England) Regulations 2020</a> . You should also wear a face covering in other enclosed spaces where it is difficult to maintain social distancing. Staff must store or dispose of their mask appropriately, using school processes for disposing of masks. Staff must wash their hands when they arrive.		
6.4	School Transport arrangements support changes to school times	Liaising with the School Transport Team before change are made. Follow government guidance: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a> – currently N/A.		
6.5	Face coverings and PPE	It is law that people age 11 and over must wear a face covering on public and school transport. See guidance for further information and exceptions: <a href="#">Coronavirus (COVID-19): safer transport guidance for operators</a> Drivers and passenger assistants should maintain a distance from their passengers wherever possible and implement measures as per the latest guidance.		
6.6	Loading for vehicles above nine passenger seats	Transport Co-ordination Service will work with operators, schools and parents to manage arrangements for organised queueing and boarding. Only enter the vehicle when the driver has indicated it is safe to do so. Bus pass to be held so it is visible. Seats close to the driver may be marked “out of use” by the operator.		
6.7	Good practice & personal care	ALL students will be expected to abide by the PCC Code of Conduct Students, drivers and escorts should clean their hands before boarding and when arriving at school or home.		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		Students/parents to be given guidance on good management of coughs and sneezes, in line with the “catch it, bin it, kill it” approach. Students should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin.		
6.8	Carriage of passengers with symptoms	<p>Parents must be advised that students MUST NOT use school transport if they or a member of their household has symptoms of coronavirus. Any pupil who displays coronavirus symptoms at school should be sent home immediately. They must not travel on home to school transport. The school should contact the parent or carer who should make arrangements for the child or young person’s journey home. In exceptional circumstances, where this is not possible, and where a symptomatic child or young person or other passenger needs to be transported to their home, you must contact the Transport Coordination Service at PCC. Transport Coordination Service will work with Public Health colleagues to manage any virus outbreak. Students, drivers and passenger assistants who have been in contact with someone that has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless;</p> <ul style="list-style-type: none"> <li>• the symptomatic person subsequently tests positive</li> <li>• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> <li>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)</li> </ul> <p>they have tested positive from an LFD test as part of a community or worker programme</p>		
<b>7</b>	<b>Curriculum considerations</b>			
7.1	Planned return to normal curriculum in all subjects	<p>In accordance with the guidance, this school will ensure that the key principals underpin our curriculum planning:</p> <ul style="list-style-type: none"> <li>• Education is not optional. All pupils to receive a high-quality education that promotes their development and equips them</li> </ul>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>with the knowledge and cultural capital they need to succeed in life.</p> <ul style="list-style-type: none"> <li>The curriculum remains broad and ambitious. All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</li> </ul>		
7.2	Suspension of some subjects for some pupils in exceptional circumstances.	Suspension and modification should be in accordance with the latest guidance. Schools should be able to show that this is in the best the interests of these pupils and this should be subject to discussion with parents. A coherent plan for returning to their normal curriculum for all pupils where this is necessary to be in place.		
7.3	Music, dance and drama activities	<p>Music, dance and drama to continue using systems of control. Additional risk of infection while singing, chanting and playing wind or brass instruments and also in drama and dance activities to be a key focus of the controls.</p> <p>This applies even if individuals are at a distance.</p> <p>Before each lesson, teacher to consider how to reduce the risks (e.g. physical distancing and playing outside wherever possible, limiting group sizes, use of microphones to avoid shouting, measures to support strict social distancing and positioning pupils back-to-back or side-to-side, avoiding sharing of instruments and equipment, encourage good hygiene when handling equipment / props / documentation should they need to be used by more than one person, and ensuring good ventilation).</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Performances with a live audience should not take place</p> <p>Schools should also consider <a href="#">Guidance for Music, Dance and Drama</a> as well as <a href="#">Guidance for the Performing Arts, Performing arts guidance</a> and <a href="#">Suggested principles of safer singing.</a></p> <p>Where individual lessons take place, teachers may come into contact with multiple groups/bubbles therefore must take particular care and adhere to strict social distancing at all times and should not provide physical correction.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
7.4	Physical activity in schools	<p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Competition between different schools should not take place until wider grassroots sports for under 18's is permitted and only in accordance with: <a href="#">Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events</a></p> <p>Also refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">Coronavirus (COVID-19): guidance on the phased return of elite sport</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>• <a href="#">Using changing rooms safely</a></li> </ul>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>		
7.5	Practical science, art and D&T lessons	<p>Guidance from CLEAPSS should be followed when planning lessons, using resources from i.e. the following website: <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a> <a href="http://science.cleapss.org.uk/Whats-New/Guides/">http://science.cleapss.org.uk/Whats-New/Guides/</a> <a href="http://dt.cleapss.org.uk/Resources/Whats-New/Administration/">http://dt.cleapss.org.uk/Resources/Whats-New/Administration/</a> and for primaries <a href="#">Practical activities in a bubble</a>.</p> <p>Schools must ensure that they stay up to date with the latest guidance in these specialist areas.</p>		
7.6	Groups of children mixing resulting in risk of more widespread transmission	<p>This school will follow the government lead system of controls to minimise risk of infection.</p> <p>Older children are encouraged to keep their distance within groups. It is accepted that the youngest children cannot socially distance from each other or staff.</p> <p>Children to be grouped into consistent groups that do not mix to enable track and trace and self-isolation where necessary.</p> <p>Groups should be as small as possible whilst providing the full range of curriculum subjects. Steps will be taken to limit interaction, sharing of rooms and social spaces between groups as much as possible.</p> <p>Measures to be combined and implemented as far as is possible at all times.</p> <p>Large gatherings such as assemblies and with more than one group to be avoided</p>		
7.7	Remote education	<p>School leaders will develop a contingency plan in accordance with the remote education expectations which supports pupils who need to be shielding or isolating.</p>	<p>Remote Learning guidance shared with staff on 05/10/2020 and Parents/Carers on 06/10/2020. Additional guidance shared on 05/01/2021.</p>	

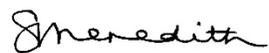
No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		<p>All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Remote Education Temporary Continuity Direction: explanatory note</a></li> <li>• <a href="#">Schools coronavirus (covid 19) operational guidance</a></li> <li>• <a href="#">Get help with remote education</a></li> <li>• <a href="#">Keeping children safe in education</a></li> <li>• <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a></li> </ul> <p>Updates to policies, safeguarding policy and any training and guidance to be listed in additional measures where appropriate. Publish remote education offer on the website. A template is available in this link: <a href="#">Actions for schools during the coronavirus outbreak</a></p> <p>Remote lessons to follow school protocol to ensure safeguarding of staff and students</p>	Remote Learning information available on the school website.	
7.8	Educational visits	Educational visits are suspended at this time. For additional information check with EVOLVE guidance on website.		
<b>8</b>	<b>Provision of food</b>			
8.1	Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a> Free schools meals to be provided in accordance with the guidance.		
8.2	Catering staff are operating in a safe environment	In addition to the standard operations for safe working practices, catering staff to follow the relevant aspects of government guidance for food premises: <a href="#">Standards for school food in England</a>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
<b>9</b>	<b>Communications with parents and others</b>			
9.1	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p>Tell Parents/Carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p> <p>Regular communication to be sent to parents and carers (i.e. newsletters) including any relevant updates and reminders.</p> <p>Inform all visitors, suppliers, and contractors that only pre-arranged appointments will be allowed on site and no one should enter if they are displaying symptoms of coronavirus.</p> <p>Publish a telephone number in case of immediate access required.</p> <p>Relevant Contractors to be informed of positive cases in school to ascertain any potential contact.</p> <p>Regular updates to website communicating this risk assessment</p>		
9.2	Suppliers understanding and complying with new arrangements	<p>Discuss new arrangements to encourage and facilitate delivery of goods and services during quiet times or outside school hours wherever possible.</p> <p>All to follow visitor guidance.</p>		
9.3	Communications to parents and staff	<p>Updates to risk assessments, processes and procedures are communicated to staff when updates are approved.</p> <p>Regular communication to parents and staff will be provided, usually through newsletters and official school communication systems.</p> <p>Communicate any changes (i.e. staggered start times, one way systems and changes to access routes).</p>		
9.4	Pupils and families anxious about return	<p>Support in place to address concerns and communications with parents on measures in place to reduce anxiety.</p> <p>Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied.</p>		
9.5	Parent aggression due to anxiety and stress.	<p>Support parents and carers by providing regular communication in accordance with 9.3 and ensuring that parents are aware of appropriate methods they can raise issues and concerns.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
		Staff to escalate any concerns to the Leader who is their Line Manager, or the Headteacher, for support.		
9.6	Confirmed case in school	Where there is a confirmed case: Engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (Covid 19) amongst the school community. Contain any outbreak by following local health protection team advice.		No
<b>10</b>	<b>Oversight of the governing body</b>			
10.1	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements	<p>The governing body will continue to meet regularly via online platforms.</p> <p>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</p> <p>The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</p>		No
<b>11</b>	<b>Asymptomatic testing</b>			
11.1	Lack of knowledge of processes	<p>Government led training to be undertaken by all necessary staff</p> <p>Procedures to be put in place and signed when understood by staff</p> <p>Signs and notices in place to indicate location and queue / progress through the testing area</p> <p>See Rapid, asymptomatic testing risk assessment for further information</p>		
11.2	Poor cleaning standard	<p>All areas cleaned and disinfected after each session</p> <p>See Rapid, asymptomatic testing risk assessment for further information.</p>		

No.	Significant hazard / risk	Normal control measures	Any additional measures in place?	Further action? Yes
11.3	PPE use, waste and test use and waste removal not in place	PPE to be worn, training to be undertaken and disposal to be in line with government guidance Hazardous waste removal to be put in place as per government requirements See Rapid, asymptomatic testing risk assessment or Primary Home testing RA for further information.		
11.4	Testing Location	A designated location for testing will be identified in accordance with the government guidance. See Rapid, asymptomatic testing risk assessment for further information.		

Further action required				
Section of RA	Additional Actions / Control measures required	Person responsible	Deadline date:	Date action completed

<b>Headteacher</b>	<b>Name:</b>	<b>SIOBHAN MEREDITH</b>	<b>Signed:</b>		<b>Date:</b>	04.03.2021
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The outcome of this assessment should be shared with the relevant staff.

All staff are to complete the declaration to confirm that they have read and understood the Risk Assessment by completing this form: [https://forms.office.com/Pages/ResponsePage.aspx?id=ANFnJ7uhbkaPzNmdcpyGxjVMW5A-hyLhWG\\_x3IUOEI4R0pJMEc5N1cySEZYTEE0NDNaT0Y5Ri4u](https://forms.office.com/Pages/ResponsePage.aspx?id=ANFnJ7uhbkaPzNmdcpyGxjVMW5A-hyLhWG_x3IUOEI4R0pJMEc5N1cySEZYTEE0NDNaT0Y5Ri4u)

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.



