

Risk Assessment

A	Date: 01.03.21	School: St John's Catholic Primary School	Team: SLT and Risk Assessment Coordinator	Location: Kirkdale
	Review Date: 08.03.21	Ref: School opening for Key worker and vulnerable children.	Assessor: D. Maudsley	Head Teacher: Denise Maudsley

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic for education of key workers
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All staff and parents/cares (and their household) have been asked to take a Lateral Flow Test before returning to school in January 2021. Staff and parents/carers have been asked to inform school of any positive test results or symptoms of Covid and stay at home to isolate in line with current guidance.</p> <p>Staff and families are encouraged to continue to get tested regularly. This will reduce the risk of staff or children returning to school with the virus each week.</p> <p>Once the school have received the order of home test for teachers. Staff are to be given home test kits to have weekly LFT tests (once the DfE have provided guidance).</p> <p>Key worker and Vulnerable children bubble numbers will be calculated in line with current guidance. At any point during the pandemic, bubbles may need to close if there are staff shortages due to COVID related issues.</p> <p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p>	Low-med

			<p>SLT monitor routines, particularly corridors and toilets. No more than 3 children in the toilet area at a time from the same bubble.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy</p> <p>Reference School infection control risk assessment</p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per National Guidance</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none">• New and expectant mothers• Stress• Individual Pupil assessments <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff meeting the following criteria:</p> <ul style="list-style-type: none">• Vulnerable member of staff and/or who have received a Government shielded letter.• Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above. <p>Manager to regularly update and inform staff re government guidance regarding covid-9 controls required:</p> <ul style="list-style-type: none">• Gov.uk https://www.gov.uk/• Public Health England https://www.gov.uk/government/organisations/public-health-england• Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school• Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none">• HSE COVID19 latest information and advice	
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- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools Covid-19
- Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable
- Government publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (Covid-19)
- Government guidance Covid-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

Parents, carers and staff are expected to adhere to the government advice/guidelines to help limit the spread of the virus. <https://www.gov.uk/guidance/national-lockdown-stay-at-home?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>

Follow the advice about:

Support bubbles <https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>

Child care bubbles <https://www.gov.uk/guidance/making-a-childcare-bubble-with-another-household>

There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment: A new order was placed last week for PPE equipment and staff to continue to alert office/Site manager when stocks run low.

- Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:

- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is provided eye protection

- Infrared thermometers one in each class
- 16 wall mounted hand sanitiser dispensers for outside each year group/hall/main reception/junior entrance and late door
- Tissues (boxed) for each room
 - Disinfectant spray bottle for every room
 - One hand washing stations on the main yard
 - Tissues (boxed) in each class

Face coverings are to be worn in areas such as Kitchens, offices (when away from the desk), corridors and any communal areas. Management are to keep staff updated on face coverings and visors: https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2020/09/4A-COVID_Info_Sheet_Masks_and_Face_Coverings_V1.0.pdf

All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.

All staff are informed that hands should be washed regularly as per Government guidance.

Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. Staff to use e-bugs resources (as appropriate) to support children with good hygiene Signage around school encouraging staff and pupils to maintain good hand hygiene.

School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.

Specific office/TA cupboards or classrooms are used for personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running

Parents and Guardians kept informed via group call and the website regarding changes to start finish times and any new local rules regarding drop of and pick up etc.

Staff kept informed via email, online meetings via zoom, phone calls, or text messages.

PPA is to be taken offsite where possible and discussions during PPA is to be carried out remotely (zoom, phone calls, facetime etc).

			<p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm 	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p><i>All staff informed of their roles and responsibilities.</i></p> <p><i>Staff deliver activities they are competent and confident to deliver</i></p> <p><i>Staff know where to find SLT.</i></p> <p><i>All staff have relevant management mobile phone numbers</i></p> <p><i>DBS checks carried out for all staff and contractors with direct responsibility for working with children.</i></p> <p>Key worker and vulnerable children will continue to use the office entrance. Monitor start and end of the school day. If needed, this will be amended to address any emerging issues</p> <p>Parents will wear face covering when dropping off and collecting their child. Staff are to give masks to any parents/carers who have forgotten theirs on entry to school site.</p> <p>Staff will also wear a face covering at the beginning and at the end of the day when welcoming or dismissing the children.</p> <p>Staff can use face coverings in corridors and other communal areas.</p> <p>School first aid risk assessment reviewed, as required. Usual PPE for cuts and grazes. Masks and goggles if dealing with anyone who has symptoms of COVID-19 or if dealing with vomiting or diarrhoea. Following any contact with a child or first aid treatment, staff will wash/gel their hands and direct the child to do the same</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse pens. (Visitors and staff to use their own when possible).</p>	Low-med

			<p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none">• Entrances to building• Corridors• Staff rooms• Hall• One hand washing station on the main yard• Individual hand sanitizer bottles in every classroom• Changing area• First aid room• Hand sanitizer bottle outside staff toilets. <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distances.</p> <p>Corridors and walkways have tape arrow markings laid out to indicate side to walk on (two way traffic).</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side. Walk on the left.</p> <p>The use of the school staff rooms is minimised and furniture is rearranged/removed to maximise social distancing between colleagues. Cleaning materials (antibacterial spray, blue roll, antibacterial wipes and the antibacterial spray are available in the staffroom for staff to wipe down chairs they use and surfaces before and after use). Wipes are available to wipe down items such as taps, kettle handles and water boiler tap. If staff are bringing lunch, if possible to bring in a bag which can be thrown away. Cutlery to be washed in the dishwasher or bring own cutlery. With the new strain of the virus being more easily transmitted, staff advised to bring their own sealable cup and cutlery.</p> <p>Staff will have staggered lunch and break times to minimized number of staff in the staff room.</p> <p>Education of Key worker and vulnerable children are to use designated classrooms.</p> <p>Classroom and the hall have been laid out (with marking tape where necessary) so that at least 2m social distancing (in all directions) can be maintained where possible.</p>	
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			<p>All desks are to face the same direction i.e. front of the classroom and tables arranged so staff can 2m social distance from children. Staff are to maintain 2m social distance from children where possible.</p> <p>Staff are to social distance from other staff members a minimum of 2m at all times whenever possible.</p> <p>Children are to distance away from each other where possible.</p> <p>Group sizes will be review and calculated in line with current guidance. Bubbles will be spilt to create smaller groups if required to ensure distance can be maintained. At any point during the pandemic, bubbles may need to close if there are staff shortages due to COVID related issues.</p> <p>Children are to:</p> <p>Key worker children will be spilt into nursery and reception bubble, year 1 bubble, year 2 bubble, year 3 and 4 bubble and 5 and 6 group bubble.</p> <ul style="list-style-type: none">• Pupils will then be kept in their small groups and should not mix with other groups during the day. <p>Education of Key worker and vulnerable children are to use a designated classroom.</p> <p>Key worker bubbles should be kept together and mixing with other classes minimised, as much as possible, if possible not at all.</p> <p>The number of children in each bubble and number of staff will be reviewed daily to ensure that staff numbers are kept to a minimum but within ratio.</p> <p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>Dining room be laid out to maintain social distancing as far as is reasonable practicable with staggered times. Markings on the floor show children where to queue for their lunch at a safe distance. Lunch plates, cutlery, trays and cups washed in the dishwasher to reduce risk of cross contamination. Children eating in the hall sit in</p>	
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			<p>designated places for their class bubble</p> <p>Tape marking applied to dining room to indicate social distancing in the line for school dinners and indicating one way movement.</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible. Children will be provided with their own equipment which they will keep inside their trays when not in use. The sharing of equipment is not allowed.</p> <p>Children will be given a specific numbered iPad which they will use while accessing the key worker and vulnerable place. The iPad will be labelled and wiped down after every use.</p> <p>Playtimes will be staggered and parts of yard sectioned during playtimes and lunchtimes for each bubble.</p> <p>Children will not bring any reading books/toys unnecessary items into school. The children will choose a reading book and it will be kept in their pack until completed. It will then be wiped down and kept securely away from everyone for minimum of 72 hours.</p> <p>Windows and doors will be propped open (except fire doors) and no air conditioning will be used.</p> <p><u>Visitors</u> Visitors and parents are requested to telephone or email with any queries and meetings should take place over the phone. Parents and visitors are requested not to enter the site.</p> <p><u>Deliveries</u> Where possible, deliveries to school will be coordinated so as not to coincide with pupil drop off and pick up times. If a delivery arrives at this time, they will be asked to wait until families have left the site and it is safe for them to complete their deliveries.</p> <p>Where we have control over deliver times, they will be coordinated so that only one contractor will be on site at any one time. Where deliveries arrive unexpectedly at the same time, they will be asked to make their delivery one after the other.</p>	
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3	<p>Capacity</p> <p>Access and egress</p> <p>Slips, trips and falls</p>	<p>Staff</p> <p>Volunteers</p> <p>Members of the public</p> <p>Children</p> <p>Disabled persons</p>	<p>A member of SLT and DSL will always be available in the building and a first aider will be present in the key worker and vulnerable children bubble.</p> <p>Appropriate staffing ratio in place</p> <p>Children registered before the day required.</p> <p>Staffing rota in place</p> <p>Access and egress gained through the main building and grounds entrance.</p> <p>All areas available for access are clearly marked and unobstructed. All trips hazards removed or reduced to a minimum.</p> <p>All spillages cleaned immediately, areas cordoned during floor cleaning.</p> <p>Staff briefed on accessible areas. Children supervised and access to all restricted areas is not gained.</p> <p>Clear access available for the emergency services, should they need to attend.</p> <p>No vehicle movement on playground during active day.</p>	Low-med
4	Covid-19 virus; School day	<p>Staff</p> <p>Pupils</p>	<p>Parents are requested to drop their children off alone i.e. not both parents attending at once.</p> <p>Parents are requested to wear a mask when collecting their children.</p>	low

		<p>Visitors</p> <p>Contractors</p>	<p>Parents are requested not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) once their children have entered the school.</p> <p>Parents are to follow the one way system and social distancing signs when dropping and collecting their child/children off at school.</p> <p>Key worker and vulnerable bubbles should be kept together thereby minimising mixing with other bubbles as much as possible.</p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines. No more than 3 children from the same bubble are to be in the toilet area at any given time.</p> <p>Children will only bring a coat, water bottle and if required a pack lunch.</p> <p><u>PE</u> PE sessions will take place outside where possible if not in the hall, which is to be well ventilated. Children are to be taught in their key worker/ vulnerable bubble. Between each session equipment will be wiped down before the next session.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and contact sports avoided.</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>	
5	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>A member of SLT and DSL will always be available in the building and a first aider will be present in the key worker and vulnerable children bubble.</p> <p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain the recommended 2m social distancing rule at all times from other staff including those in their group bubble, other staff and children, where practicable. • Limit number of surfaces touched, where possible. 	low

- Keep hands away from face as much as possible.
- Regularly perform appropriate hand washing.

Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing.

Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.

Changing of classrooms for different activities is minimised as far as is reasonably practicable.

Pupils regularly reminded to maintain social distancing.

Windows need to be open at all times along with the door being propped open to help circulating clean air.

Visitors teaching lessons

Visitors providing lessons and activities will have to plan to make best use of school resources whilst maintaining social distancing.

If equipment such as: SMART Boards, laptops, whiteboard pens need to be used they will be wiped down before the visitor arrives.

Hand sanitizers and cleaning equipment to wipe down resources will be available.

Children's desks will be 2 metres away from the SMART board so the visitor can maintain social distancing.

Classrooms will have windows opens and doors propped open. If a lesson needs space for an activity the hall will be used were possible. Visitors will need to inform the school in advance.

Changing of classrooms for different activities is minimised as far as is reasonably practicable.

Visitors 1-1 sessions

			<p>Visitors offering 1-1 sessions will be placed in a well ventilated room with hand sanitizer</p> <p>After each session the table and chairs will be wiped down before the next session.</p> <p>Cleaning equipment will be available in the room.</p> <p>Visitors will be encouraged to maintain 2m social distancing.</p>	
6.	Covid-19 virus: meetings.	Staff	<p>All in-person meetings should be avoided whenever possible.</p> <p>Staff should use other means of remote communication to host meetings where facilities are readily available. Critical information is cascaded to other staff via zoom, phone calls or emails.</p> <p>If an essential meeting has to take place, capacity needs to comply fully with prevailing social distancing measures and should take place in the hall with windows and external doors open to ensure good ventilation. Attendance at meetings is limited to those essential attendees only. Meeting attendees advised not to share pens, equipment or stationary during meetings. Attendees to remove all items following a meeting and wipe down seats and surfaces (including any buttons on IT equipment and remote controls). Meetings to take place promptly and to conclude fully in the meeting.</p>	Low-med
7	Covid-19 virus: School reception, offices and photocopier room.	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</p> <p>Screens are installed to areas where staff are required to have face-to-face interaction with visitors.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m</p>	

			<p>when they are seated at workstations.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other.</p> <p>Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Office desks are to be 2m apart and where possible limit the number of staff in the office space at any given time. Where the limiting of office staff is not possible a Perspex screen is to be use as well as a well ventilated room.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back or staff will call back once the handset has been sanitised.</p> <p>The use of photocopiers, printers, guillotines and staplers etc. is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available. Staff are not to congregate around printers/photocopiers.</p> <p>Staff advised to avoid coming to the office. If any staff/visitor needing to speak to the front office staff to speak to them from the hatch and if any staff needs to speak to the back office staff the must speak from the doorway. Only 2 people to work in the front office at any time and where possible 1 member of staff in the back office. Staff are to use additional phones across the school to contact parents/carers. Ensure any phones are wiped with antibacterial wipes before and after use. If emergency contact numbers are required staff are to ask office staff/Learning mentor or a member of senior management to pass the class contacts file. Staff are advised to wash hands after use. If a phone call needs to be made by another member of staff, it must be done via the learning mentor's room, SENCO or year 2 small group room if available or as a last resort by 'swapping places' with a member of office staff and thoroughly cleaning between use.</p>	
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			In the HT's office and the meeting room– maximum 2 people.	
8	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. This is the responsibility of each class bubble/year group in conjunction with the sports coach. If your class/bubble has used equipment, you are responsible for cleaning it and putting it away.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day by two teams of cleaners, who are restricted to a floor to clean. This will help reduce interactions between themselves and multiple surfaces, classrooms and staff.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces • Stair rails <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been. . Following</p>	Low-med

			guidance provided (School has a fogging machine to clean more difficult to reach areas). The appropriate protective equipment must be worn when using both items – gloves, goggles, respirator face mask and overalls. Clear instructions are provided.)	
9	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate.</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10-day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	Low-med

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
	Staff to be given RA for consultation	Email staff with updated risk assessment for consultation. Ask staff for ongoing feedback.	Risk Assessment Coordinator	08.01.21 21.01.21 05.02.21 06.03.21	07.01.21 19.01.21 04.02.21 Every time it is reviewed
	Markings	Monitor to see if we need any additional markings or signage	SLT and Site Manager	05.01.21 12.01.21	5.01.21 12.01.21
	Hygiene	Staff to use resources to promote good hygiene	All staff, visitors, after school club staff	05.01.21 Continuous	5.01.21 Daily & ongoing
	PPE	All staff to monitor PPE stock and report low levels to TC and site manager who will procure stock in a timely fashion.	Finance Officer	08.01.21 On going	04.01.21 Weekly & ongoing
	Updates	Updates Staff to be informed of any updates in guidance as it is received	SLT	On going/daily 15.01.21	15.01.21 Weekly and when required ongoing.
	Windows and doors will be propped opened at all times (except fire doors)	Windows and doors to be opened in the hall and classrooms	Site manager	05.01.21 Daily	05.01.21 checked daily
	In event of a fire children and staff will need to be kept in their class/year group bubble. After the event the fire emergency doors, registers, handle rails on stairs, toilet doors will all need to be wiped down. The site manager to wear gloves/PPE and Admin staff to wear gloves to when handling the registers and wipe down afterwards. All staff and children will be reminded not to touch their faces and will wash their hands upon entry of the school building.	Wiping door handles, handle rails, registers anything that could have possibly been touched.	Site manager and Admin staff	When it occurs During the first Spring term	
	Staff to be informed of the new fire procedure	SLT to inform staff of the new procedure	SLT	Reminder will be given to staff by 09.01.21	

	Isolation	Remind staff: The intervention room opposite the staff room will be the isolation room for any symptomatic children or adults whilst waiting to go home. If needed they will use the gents toilets while waiting. Men will have to then use the First Aid toilet.	COVID-19 team	5.1.21	5.1.21
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F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p>	<p>Risk assessment signed off by: Denise Maudsley</p> <p>Signature: D. Maudsley</p> <p>Date: 01.03.21</p> <p><i>Please note an electronic signature will suffice.</i></p>
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