

Schools Risk Assessment

School	Bradfield Primary School			
Job, Activity or Task	Covid 19 protective measures in primary schools and early years settings in preparation for a full return in September 2020			
List of Hazards	What are you already doing to lower risks?	Things to do	By whom?	Actioned?
Contact with a person who has Covid symptoms	<ul style="list-style-type: none"> Staff and pupils who have covid symptoms must not attend school until they have completed their 10 day isolation period from symptom onset, or if they receive a negative test and are well. Staff and pupils who have tested positive for coronavirus must not attend school for least 10 days from the start of their symptoms and until their symptoms have resolved; or if asymptomatic, 10 days after their test date and until symptoms have resolved (other than cough or anosmia which can last for several weeks) . If a member of a staff or pupils household tests positive for corona virus they must not attend school until the 14 days self-isolation period is over Staff or pupils who have someone in their family who has symptoms must not attend school until they have had a test and it is negative. Understand the test and trace system https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Staff aware of procedure for anyone developing symptoms during the school day. https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak <ul style="list-style-type: none"> Letter to parents clarifying the need to keep children with symptoms and children in a household with someone displaying symptoms at home until a negative test has been received. <p>LOCKDOWN JANUARY 2021</p> <ul style="list-style-type: none"> No additional action <p>From March 8th 2021</p> <ul style="list-style-type: none"> No additional action Parents and staff awareness of Test and Trace to be raised through parent letter prior to start of term	CJ	19.08.20
				15.09.20
Suspected cases of Covid 19 in the school day	If a person displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should: <ul style="list-style-type: none"> Notify the Headteacher immediately. Avoid touching anything. Move pupil to HTs office and contact parents for immediate collection. 	Make parents aware of the symptoms we will be looking	CJ	19.08.20

10/07/2020

Notes:

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	<ul style="list-style-type: none"> • Parents are aware that if called they need to be available to collect their child as quickly as possible. • If a staff member needs to stay with them then they must remain 2m away. • If personal care needs are required then appropriate PPE (gloves, apron and face mask) are available for use by the member of staff with them in these circumstances. • If a staff member shows symptoms they must go home immediately. • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • They must then follow the guidance on self-isolation and testing. • They must not return to school until their period of self-isolation has been completed or if negative test result and they are well. <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>A list of all persons who the affected person has been in contact with should be made, and these are to be monitored for symptoms throughout the following two weeks.</p> <p>Weekly reporting to West Berks in place with details of anyone isolating, awaiting test etc.</p> <p>LOCKDOWN JANUARY 2021 Changed to only notifying positive results only 13.01.21 From 8th March 2021 No additional action</p>	out for through parent letter.		
Contact between individuals	<ul style="list-style-type: none"> • Children are grouped together in year group bubbles. • Class bubbles to be extended to 2 class bubbles for lunchtimes and break times.FS2, yr 6, and yr 1, yr2 and 3, yr 4 and yr 5. Yr in a bubble with yr 1 for lunchtimes due to wet weather. Overlap for 10 minutes outside. • Bubbles of children will not interact with each other • No whole school gatherings such as assembly 	Arrangements communicated to parents.	CJ	19.08.20

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	<ul style="list-style-type: none"> • Older children will be supported to maintain distance where possible • Classes will be restricted to working in classrooms or outdoors. Hall can be used for lessons requiring larger spaces during wet/cold weather. Doors should be open. • Lunch times staggered to allow for limited numbers in hall. • Hall segregated to minimise potential mixing of bubbles. • Classrooms set up with tables facing front in yrs 2 – 6. • PE curriculum to focus on individual skills • Staggered start and end of the day • Use of multiple entry and exit points. • Staff advised that they may wear visors when working with children in class if they wish. • Lunch staff working in the hall to wear a face covering during lunch service. • After school clubs to be paused during second lockdown due to DfE guidelines. • Wet play rota in place <p>LOCKDOWN JANUARY 2021</p> <ul style="list-style-type: none"> • Children grouped in 2 class bubbles. • Adults restricted to max 2 bubbles • Maximum size 11 • School lunches in classrooms, segregated play areas for CWV children • All adults to wear face coverings in shared areas. <p>From 8th March 2021</p> <p>As for September reopening PLUS</p> <ul style="list-style-type: none"> • Toilets segregated for individual classes. • LFD rapid tests in place for on site school staff 2x week. Staff with a positive result self isolate until results of PCR test received. 			6.1.21
<p>Access to and egress from site</p>	<ul style="list-style-type: none"> • Everyone must wash their hands or use appropriate hand sanitiser on entering the building. • Stop all non-essential visitors entering site • Policy on visitors including those needing the toilet at drop off and pick up this WILL NOT BE ALLOWED • Continue to use both playgrounds for pickup and drop off with staggered start and end times. • Use pedestrian side gate for exit of parents from infant playground. • Late arrivals, need to wait until after last entry time • Encourage social distancing of people waiting to enter site via use of signage. 	<p>Communicate arrangements to parents and staff. Signs to be replaced</p> <p>Rota for adults for morning and end of the day playground duty.</p>	<p>CJ</p> <p>KHA/SA</p> <p>MW</p>	<p>19.08.20</p> <p>1.09.20</p> <p>1.09.20</p>

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	<ul style="list-style-type: none"> Staff meetings to continue to be held virtually wherever possible or desirable. If staff or pupils have chosen to wear a face covering on the way to school this must be removed on entry to school and either disposed of or placed in a plastic bag to be taken home for washing. <p>LOCKDOWN JANUARY 2021</p> <p>No parent visitors on site during second lockdown. Meetings to be held virtually using Microsoft Teams Masks to be worn at drop off and pick up from school grounds.</p> <p>From 8th March 2021 As from January 2021 No additional action</p>			
<p>Communal areas/Offices</p>	<ul style="list-style-type: none"> Cleaning schedule from summer term to be continued. Whole class assemblies delivered through Teams or via Powerpoint. Staggered lunch and break times Maximum numbers of staff in staff room Hall segregated for lunchtimes Cleaning staff redeployed for cleaning toilets during the day. Toilet access during the day needs to be controlled. 1 at a time from each class. One way system for KS2 toilets. Lunchtime cleaning of high touch areas in all toilets Summer term protocols to be continued. Yr 6 – disabled toilet Yr 3/4/5 – KS2 toilets Yr 2 – disabled and mens toilet Yr 1/R – KS1 toiletsTs toilet for male visitors. <ul style="list-style-type: none"> ALL staff to wear face masks when moving through communal areas. Staff room numbers to be strictly enforced. Staff to prepare refreshments in staffroom and consume in classrooms. <p>LOCKDOWN JANUARY 2021</p> <ul style="list-style-type: none"> Staff room segregated to minimise numbers and time slots restricted. KS1/FS2 staff lunches taken in year 1. Admin staff working from home 2 out of 4 days <p>From 8th March 2021</p> <ul style="list-style-type: none"> Pupil toilet cubicles and sinks assigned to individual classes for 3, 4 and 5 	<p>Staggered breaks and lunches.</p> <p>Outdoor PE</p> <p>Lunchtimes in set groups – extended bubbles.</p> <p>Staff room rota – numbers of staff in at any one time?</p>	<p>CJ</p> <p>All staff/MNR coaching</p> <p>CJ and MDS</p> <p>MW</p>	<p>10.08.20</p> <p>10.08.20</p> <p>10.08.20</p> <p>1.09.20</p>

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<p>Staffing</p>	<ul style="list-style-type: none"> All staff available from September 1st. Reminder sent to staff of potential for need for quarantine on return from holiday and expectation that they be available for work. Risk assessments for behaviour interventions in place for summer term. First aid to be administered in class bubble for all minor injuries. DSE working from home assessments to be reissued. Staff contacts with bubbles to be restricted to as few as possible. <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> No physical contact. It is important to maintain social distance for staff wherever possible. No close contact activities. <p>LOCKDOWN JANUARY 2021</p> <ul style="list-style-type: none"> Staff allocated to specific bubbles, max of 2. <p>From 8th March 2021</p> <ul style="list-style-type: none"> Staff allocated to maximum of 2 bubbles. 	<p>Ensure ice packs available in class and first aid forms.</p> <p>DSE forms to be reissued and staff asked to notify the HT of any changes.</p>	<p>SA</p> <p>CJ</p>	<p>1.09.20</p> <p>1.09.20</p>
<p>Classroom usage</p>	<p>Where possible Staff are to maintain a safe distance between each other and pupils.</p> <ul style="list-style-type: none"> Desks and tables facing forwards Distanced from teachers desk Bubbles stay together for majority of the time. Mixing into wider groups lunchtime with additional hygiene measures. Classrooms continue to be kept well ventilated with open windows and doors. This can be changed to opening doors and windows during break and lunch periods to ensure air is changed regularly once weather has become too cold to allow windows to be open constantly. In place from 1st December Personal equipment packs provided to each pupil. Classroom based resources such as books and games to be rotated allowing 72 hours of quarantine if shared between bubbles. IT resources cleaned at end of each day to allow for sharing within 72 hours. Limit the amount of equipment that children are permitted to bring into school to essential items only Resources such as library/reading books that are taken home will be quarantined for 72 hours prior to being returned to shelf. EYFS wiping down books between use to enable wider distribution. 	<p>Ensure sufficient cleaning supplies in all classrooms</p> <p>Classroom check prior to start of term</p>	<p>KHA</p> <p>CJ RNorris H&S governor walk around on 1.09.20</p>	<p>1.09.20</p> <p>1.09.20</p>

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	<ul style="list-style-type: none"> Ensure soft furnishing are removed from class. <p>Strict hygiene rules to be implemented</p> <ul style="list-style-type: none"> Hygiene rules to be continued from summer term. Soap and water and alcohol based sanitiser incl sprays available in all classrooms. Handwashing posters displayed around school Implement catch it, bin it, kill it approach Tissues and lidded bins available in all classrooms and office, staff room. <p>KS2 children to clean desks before lunch and at end of the day LOCKDOWN JANUARY 2021 As above From 8th March 2021 No additional action</p>			
Use of outdoor areas and play equipment	<ul style="list-style-type: none"> Outdoor equipment to be cleaned between uses by separate bubble/groups. Where cleaning is not possible it should be left for 48 hours (72hrs if plastic) before use by another bubble/group. Rota for use of outdoor equipment in place Outdoor equipment not to be used due to mixing of bubbles across the field. Cleaning solution to be sprayed onto equipment at the end of lunch by MDS. <p>LOCKDOWN JANUARY 2021 No change From 8th March 2021 No additional action</p>	<p>Boxes of equipment for playtimes to be maintained by class teachers. Same for PE lessons.</p>	<p>HD</p> <p>Class teachers/D S</p>	<p>1.09.20</p> <p>3.09.20</p>
Physical education	<ul style="list-style-type: none"> Pupils are to be kept in consistent bubble/groups Equipment thoroughly cleaned between groups or kept separate for each bubble. Contact sports to be avoided Outdoor sports a priority External coaches receive a copy of school risk assessment External coaches familiar with site from summer term placements Equipment sprayed after use with sanitising solution. <p>LOCKDOWN JANUARY 2021 No changes</p>	<p>Ensure MNR coaches aware of equipment rules.</p> <p>Ensure staff aware of when equipment was last used.</p>	<p>CJ/DS</p>	<p>19.08.20</p>

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Access to staff toilets, rest rooms and changing facilities	<ul style="list-style-type: none"> Staff room rota and maximum number allowed = 5 Staggered break and lunchtimes. Staff to eat in classrooms or offices where possible. Cleaning schedule as summer term Provide suitable and sufficient rubbish bins with regular removal and disposal of waste. <p>LOCKDOWN JANUARY 2021</p> <ul style="list-style-type: none"> Staff room segregated to minimise numbers and time slots restricted. KS1/FS2 staff lunches taken in year 1. Admin staff working from home 2 out of 4 days <p>From 8th March 2021 No additional action</p>		Staffroom rota Updated January 2021	MW KHA	1.09.20
School meals	<ul style="list-style-type: none"> Lunch to be eaten in hall in segregated areas. Break and lunchtimes staggered Hand hygiene to be followed before and after eating. Tables to be set up for half occupancy to allow distance between children. Drinking water provided with enhanced cleaning of taps and contact surfaces introduced. Tables and chairs should be cleaned before, between and after use. Hall split into 2 segregated parts. One being cleaned as other is being used. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned at the end of each break and between bubble/group/groups. Risk assessment requested from Dolce. Dolce and school lunch staff to wear face coverings during service Table seating plans issued in order to keep track of close contacts within bubbles. <p>LOCKDOWN JANUARY 2021</p> <ul style="list-style-type: none"> Lunches eaten in classrooms in bubbles. 		Risk assessments from Dolce to be reviewed. KS2 children to be encouraged to dispose of their own rubbish. Bins provided in each half of the hall.	KHA KHA DN	2.09.20 1.09.20 15.09.20
Wrap around care	NA	NA			
Offsite trips	<ul style="list-style-type: none"> Day trips as part of curriculum are acceptable and will be risk assessed individually and processed via Evolve <p>Risk assessments requested from Rushall farm for yr 1 and yr 5 forest school.</p>		Risk assessments from Rushall	CJ	2.09.20

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	<p>LOCKDOWN January 2021 All trips cancelled for Spring and Summer Term From 8th March 2021 No additional action Consider Summer Term trips following additional guidance from April.</p>	<p>Farm to be reviewed. Transport hygiene requirements to be assessed.</p> <p>Communicate with parents</p>	CJ	2.09.20
Cleaning	<p>Cleaning schedule in place prioritising frequently touched surfaces and in line with government guidelines. Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned prior to disinfecting. • A combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine) is used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash/sanitiser are regularly checked and supplies replaced/replenished. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. • Only cleaning products supplied by the school are used. • Bin liners are used in all bins <ul style="list-style-type: none"> • Toilets cleaned during the day (lunchtime) <p>LOCKDOWN JANUARY 2021 Signage to indicate which rooms have been used each day to indicate need for cleaning From 8th March 2021 No additional action</p>			
First aid provision	<ul style="list-style-type: none"> • First Aid protocols already in place to be used. Majority done by the child in class bubble. Adults to be side by side. • Head injuries to be assessed by first aider. • Class telephones to be used during school day to call for support. • Child with diabetes, medical plan to be managed in line with First Aid protocols. Hand washing required prior to any management. Child to perform majority of procedure independently. <p>LOCKDOWN JANUARY 2021 Trained adults in bubble with child with Diabetes From 8th March 2021 No additional action</p>	<p>Ensure first aid bags are updated</p>	SA	1.09.20

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Fire	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Bubble/group/groups should assemble together and not mix with other groups. In the event of an unplanned emergency evacuation, life safety takes priority over social distancing. <p>From 8th March 2021 No additional action</p>	<p>Evacuation procedure changes to be recorded and communicated to all staff.</p> <p>Fire drill to be practiced in first 4 weeks of term.</p>	<p>CJ</p> <p>CJ</p>	<p>1.09.20</p> <p>16.09.20</p>
School travel arrangements	<p>From 8th March 2021 Assess risk of travel to swimming lessons at Bradfield College.</p>	<p>March 2021 – CJ/DS</p>		
Deliveries and waste collection	<p>Delivery protocols as in Summer Term</p> <ul style="list-style-type: none"> If practicable drivers should wash or clean their hands before unloading goods and materials. Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling deliveries or waste materials. Waste bags and containers to be kept closed. <p>If possible, waste collections to be made when the minimum number of persons are on site (i.e. before or after normal opening hours).</p>			
Visitors to site	<ul style="list-style-type: none"> Non-essential visitors will not be allowed onto the school site. All visits to site are by appointment only All visitors to be made aware of site rules Only visitors carrying out essential maintenance and other site visits that are deemed essential and necessary to the safe running of the school are to be allowed on site. Parent conversations to be done via phone or email wherever possible. Any site visitor should be required to wash or sanitize hands before allowing entry to the site. All visitors details will be logged for test and trace purposes: date of visit, name and contact telephone number. These records will be kept for 21 days after the visit and stored/disposed of according to GDPR https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace <u>All visitors to the site to wear a mask unless working directly with children when a visor is recommended- a safe distance should be maintained in a well ventilated room.</u> <u>All adults to work with children side by side. If face to face working is necessary adult should remain 2m away from the child and wear a visor.</u> 	<p>Access arrangements to be communicated to staff and parents.</p> <p>Visitor log to be amended to record telephone details.</p>	<p>CJ</p> <p>SA</p>	<p>19.08.20</p> <p>1.09.20</p>

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	<p>LOCKDOWN JANUARY 2021 As above</p> <p>From 8th March 2021 No additional action</p>			
Contractors	<p>Summer term protocols to be continued</p> <ul style="list-style-type: none"> Contractors carrying out essential maintenance deemed necessary to the safe running of the school should be allowed on site and must be informed of your covid secure measures and comply with good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands upon entering the site. Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. Site inductions are to be carried out following social distancing principles (2m separation). The contractor to be shown to the work area/s and ideally supervised. Contractors must only access the area/s of work as shown. Contractor to request permission if access to other areas is required. All areas accessed by contractors should be thoroughly cleaned. 			
Weather	<ul style="list-style-type: none"> All persons to dress appropriately for the weather. Facilities are provided to shelter from the elements. Outdoor break and lunch rota in place <p>From 8th March 2021 No additional action</p>	<p>Staffing for wet play or unusable field to be considered.</p> <p>Rota updated for March 8th</p>	<p>CJ/MW</p> <p>CJ/KHA</p>	<p>1.09.20</p>
Lack of awareness	<ul style="list-style-type: none"> Posters will be displayed in the welfare areas and in suitable places around site. Staff briefed in summer term. Updated on INSET day and first morning of term. Behaviour expectations in place from summer term. H&S is regular agenda item for staff meetings New/additional signage introduced periodically. <p>From 8th March 2021 Signage updated for return to school</p>	<p>Communicate with parents and staff the hygiene and behaviour expectations.</p> <p>Signage updated</p>	<p>CJ</p> <p>SA/KHA</p>	<p>1.09.20</p>
Hand sanitiser	<ul style="list-style-type: none"> To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. 	<p>Hand sanitiser advice to be reissued to staff.</p>	<p>KHA</p>	<p>1.09.20</p>

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	<ul style="list-style-type: none"> Do not use near heat sources. Note: it is preferable to use soap and water before resorting to hand sanitizer. Hand sanitiser must be stored in accordance with the manufacturer's instructions Use of hand sanitiser by pupils must be supervised A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school. <p>From 8th March 2021 No additional action</p>			
Resources from school being taken home, eg. Marking books.	<ul style="list-style-type: none"> Hand sanitisation being conducted regularly Verbal feedback replacing traditional marking Live marking to be conducted during lessons. Homework completed electronically. Reading books available through Oxford Owl <p>From 8th March 2021 No additional action</p>	Staff briefing notes to be updated to reflect RA	CJ	1.09.20

Additional notes:

- Changes to the risk assessment will be added in blue using tracked changes and saved in Staff Team, General Files.
- Risk assessment to be reviewed by SLT fortnightly.
- H&S agenda item weekly for staff meeting.
- Yellow forms used to report any H&S concerns immediately available to all staff.

Risk assessment completed by	C. Johnson	Signature	
Risk assessment sponsored by		Signature	
Date assessment completed			
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

Review Date	Assessor	Signature	Sponsor	Signature
31.09.20	Katharine Handley Archer	Katharine Handley Archer	C. Johnson	C. Johnson

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04.01.21	Katharine Handley Archer	Katharine Handley Archer	C. Johnson	C. Johnson
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Additional guidance documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

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