



**Newport Primary 2021
(COVID 19 – School's Risk Assessment)**

Names of Assessors:	<u>Patricia Maxwell</u>	Date Completed:	<u>08th March 2021</u>
Activity Being Assessed:	COVID 19 risks associated with employees and relevant others accessing and working from school premises (This supersedes previous school COVID-19 risk assessments).		

Risk Matrix Table					
	Likelihood of harm				
Severity	1 – Very Unlikely	2 - Unlikely	3 - Possible	4 – Likely	5 – Very Likely
1 – Extremely Low (Trivial injury)	1	2	3	4	5
2 - Low (Minor injury)	2	4	6	8	10
3- Medium (Lost Time injury)	3	6	9	12	15
4 - High (Specified injury)	4	8	12	16	20
5 - Extremely High (Fatality)	5	10	15	20	25

- Identify significant hazards and who could be harmed (E – Employees, SU – Service Users, VP - Vulnerable Persons, V – Visitors, P - Members of the Public, C – Contractors, ES - Emergency Services)
- Once the significant hazards and existing control measures have been identified, the remaining risks need to be rated.
- The risk matrix table above can be used to calculate the overall risk rating by multiplying the relevant numbers assigned to the likelihood and the severity of each hazard.
- Once the overall risk rating has been calculated for each hazard, the table below will indicate if further action is required to control the risks.
- The action register should be used to document any additional control measures required.
- Once additional control measures have been implemented the risk rating will need to be reassessed and the additional control measures incorporated into the main assessment.

Overall Risk Rating	Action Required
(1- 5) Low Risk	Maintain existing control measures.

(6 - 12) Medium Risk		Review existing control measures and where possible add additional control measures to further reduce the risk.				
(15 - 16) High Risk		Consideration given to stopping the activity. Additional control measures are required to reduce risks to acceptable level.				
(20 – 25) Extremely High Risk		Stop activity until additional control measures are implemented to reduce risk to an acceptable level.				
Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
1.	Risk of COVID 19 infection or transmission when carrying out activities in Council premises including contact with members of the public	E, VP, C, P		2	5	10
			Staff and management to confirm if they have had recent onset of symptoms of coronavirus (COVID-19) including the following: - a new continuous cough - a high temperature - a loss of, or change in, your normal sense of taste or smell (anosmia)			
			All staff and relevant others must comply with the advice set out below: - Wash hands frequently using soap and water or alcohol gel (>70% proof) if available. - Avoid touching eyes nose and mouth - Avoid handshakes - Maintain social distancing - Good hygiene practices implemented in communal areas such as kitchens and high touch areas. - Self-isolate if symptoms present and notify your manager ASAP arrange COVID-19 testing ASAP (Ref 23).			
			Managers to implement arrangements to minimise members of the public accessing buildings where possible.			
			Staff to refuse entry to members of the public showing signs (fever or cough) of COVID 19.			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Signage to be produced and displayed at entrances informing members of the public rules around COVID 19 arrangements. Digital communication via Schoolcomms and Facebook page Staff to avoid cash handling where possible.			
2.				3	5	15
3.	Risk of COVID 19 infection or transmission when staff are categorised clinically extremely vulnerable.	E, VP, C, P, ES	All staff and pupils including those who are clinically extremely vulnerable should attend unless they are self-isolating or have been advised not to by their GP or clinician. However, CEV staff should work from home where possible. When not possible preventative measures will be put in place. Preventative measures must be put in place by management for any individuals categorised as clinically extremely vulnerable. Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place some people at greatest risk of severe illness from COVID-19. Disease severity, medical history or treatment levels will also affect who is in this group. Clinically extremely vulnerable people include: • solid organ transplant recipients • those with specific cancers: • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer	4	5	20

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			- people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs - those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) - those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) - those on immunosuppression therapies sufficient to significantly increase risk of infection - adults with Down's syndrome - adults on dialysis or with chronic kidney disease (stage 5) - pregnant women with significant heart disease, congenital or acquired - other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions			
4.	Risk of exposure to COVID 19 when carrying out activities in School premises including contact with members of the public and pupils.	E, VP, C, P, ES	Arrange for relevant office and teaching areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions for cleaning workstations. Property Services will provide cleaning / hygiene products for high risk buildings (public interface). If required contact Property Services Help Desk on 01642 727028. Staff to clean work stations prior to and post use with approved cleaning agents in accordance with manufacturer's instructions, or as detailed below: - either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or; - a household detergent followed by disinfection (1000 ppm av.cl.) or; - or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
5.	Risk of exposure to COVID 19 when staff or relevant others working in a school building are confirmed cases of COVID 19	E, VP, C, P, ES	Teachers and teaching assistants to log all instances of staff and pupils self-isolating as a result of suspected or confirmed COVID 19 and forward to the Head Teacher Staff and relevant others displaying symptoms need to self-isolate as per government advice. Individuals identified as close contact of positive case are asked to self-isolate for a period of 10 days from their last contact with the case if they are over 18 and not double jabbed. As per current guidance school will seek advice from Public Health and then advise pupils/staff with the relevant isolation advice. Close contacts who are double jabbed or under 18 will be advised to also seek a PCR test but will not be required to self-isolate while they await results. Arrange for relevant office areas to be cleaned using appropriate disinfectant or chlorine based products (kills 99.9%) as per manufacturer's instructions or as detailed in ref 3: - Desk and workstation of confirmed cases (2 metre radius) - Common contact points within building, e.g. Banisters, door handles, chairs, etc. - Communal areas. E.g. Kitchens, toilets, meeting rooms, etc.	2	5	10
6.	Risk of exposure to COVID 19 when staff or relevant others working in a school building with confirmed cases of COVID 19	E, VP, C, P, ES	Follow Public Health England (PHE) Guidance on the cleaning of non-clinical areas: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Minimum PPE to be worn is: - Disposable washing up gloves - Disposable Apron If area has been heavily contaminated such as with visible body fluids then the following additional PPE can be considered: - Disposable surgical mask - Goggles or visor if available – Must be sanitised after use.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Nominated staff to carry out deep clean of potentially contaminated areas within the school and follow risk assessment guidance associated with cleaning materials used. Head teacher to ensure relevant areas are kept clear until areas have been deep cleaned with disinfectant. Workstation of confirmed case to be deep cleaned as above and quarantined for 72 hours, so far as is reasonably practicable. On completion of cleaning tasks remove PPE in this order: 1. Remove gloves and sanitise hands. 2. Remove apron & eye protection and sanitise hands 3. Remove mask and sanitise hands Dispose of PPE into bin bag and tie, then double bag and tie again. Wash hands using soap and water or alcohol gel (70%)			
7.	Teacher, staff to pupil ratios for COVID-19 under PHE guidance.	E, VP, C, P, ES	To minimise social contacts in order to reduce risk of transition we will endeavour to maintain pupils within cohort groups. We have an expectation that staff will keep social contact in the work place to a minimum.	2	5	10
8.	Planning and Organisation controls implemented prior to school reopening to prevent possible spread of COVID-19	E, VP, C, P, ES	This risk assessment must be reviewed and additional control measures implemented as required If the transmission rate increases to a level which impacts upon the safety of staff and relevant others. School to follow national guidance with relation to school partial closures and opening. Head teacher will as per national guidelines ensure that self-isolating pupils who are well enough have access to remote education.	3	5	15

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Childcare settings or early years groups in school should: Consider how play equipment is used ensuring it is appropriately disinfected between groups of children using it, and that multiple groups do not use it simultaneously. Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. Read the Coronavirus (COVID-19): safer travel guidance for passengers. Lateral flow tests to be completed twice weekly by all staff in school, including catering and cleaning staff. (This is optional) Parent/carers have the option to undertake lateral flow tests for themselves as part of a government run initiative.			
9	Risk of transmission and spread of COVID-19 associated with inadequate arrangements for keeping groups of pupils together.	E, VP, C, P, ES	Head teacher is to ensure that alcohol gel or hand washing facilities to be provided upon entry to classrooms and at strategic locations within schools. Staff and pupils must wash their hands or use alcohol gel upon entering the premises. Robust signing in procedures must be implemented within each school to enable contact tracing of those in contact with confirmed COVID 19 cases. Receptionists to document visitor details to avoid cross contamination and potential spread of virus. Literature racks at reception and other areas within the building to be removed to avoid cross contamination.	3	5	15

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Visitors will not be given passes on arrival but provided with a Visitor sticker which can be disposed of after use to avoid cross contamination.			
10	Risk of transmission and spread of COVID-19 associated with poor cleaning and hygiene standards.	E, VP, C, P, ES	Follow the COVID-19: cleaning of non-healthcare settings guidance. Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Sanitise surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Ensure that all adults and children: - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. - Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. - Are encouraged not to touch their mouth, eyes and nose. - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Consider how to encourage young children to learn and practise these habits through games, songs and repetition. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation, consider the use of dorguards for fire doors which can be linked to the fire alarm system. Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Ensure that bins for tissues are emptied as needed throughout the day and at the end of each day.			
11.	Risk of exposure to COVID 19 when staff or pupils or relevant others use staircases	E, VP, C, P, ES	All staff to ensure that they minimise social contact and do not stop to converse with other members of staff in communal areas. Ensure that high touch areas are part of the disinfectant regime for the building, hand washing facilities or alcohol gel provided on each floor and staff to follow good hygiene measures accordingly to prevent potential spread.	2	5	10
12.	Risk of COVID 19 exposure or transmission when staff or relevant others do not wear face coverings.	E, VP, C, P, ES	Staff are also strongly encouraged to wear a face covering on public transport or any other enclosed public space where there are people they do not normally meet. Guidance can be found at guidance on face coverings.	2	5	10
13.	Risk of exposure to COVID 19 when staff, Pupils or relevant use corridors within school	E, VP, C, P, ES	Doors kept open where possible to avoid contact with high touch areas. NOTE: This does not apply to fire doors unless approved safety mechanisms are used such as dorguards or other hold open devices which release on alarm activation. Fire doors need to be appropriately signed to enable staff to identify fire doors easily. Staff advised to use elbow for opening door release mechanisms where possible. Fire doors must not be wedged open. Vision screens in doors to be kept clear at all times One-way systems to be implemented where possible.	1	5	5

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			If not possible clear instructions regarding usage to be produced and clearly communicated to staff and relevant others. Floor markings/graphics to be provided to provide social distance guidance. Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regime must be in place for high touch areas on photocopier.			
14.	Risk of exposure to COVID 19 when staff or relevant others use toilets	E, VP, C, P, ES	Windows opened to allow for natural ventilation where possible. Cleaning regime put in place to ensure high contact points are regularly sanitised. Soap to be provided for hand washing and paper towels/hand dryer for drying	2	5	10
15.	Risk of exposure to COVID 19 due to mixing within education or childcare setting.	E, VP, C, P, ES	Access rooms directly from outside where possible. Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in to reduce social contact. Arrangements put in place so that areas are regularly cleaned and sanitised after use including high touch points. Use outside space: - For exercise and breaks. - For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. - School will endeavour to ensure that outdoor equipment is appropriately cleaned between groups of children and young people using it. For shared rooms: - Stagger the use of hall, staff rooms and communal rooms to limit social contact.	4	5	20

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Reduce the use of shared resources where possible and maintain good hygiene/cleaning.			
16.	Risk of spread of COVID-19 due to transport arrangements of parents and Pupils.	E, VP, C, P, ES	Encourage parents and children and young people to walk or cycle to their education setting where possible. Make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.	3	5	15
17.	Risk of exposure to COVID 19 when staff or relevant others use welfare facilities including; Kitchen facilities and rest areas.	E, VP, C,	Wherever possible stagger breaks to reduce the number using the facilities in order to allow for reduced social contact. Staff encouraged to use individual travel mugs that school have provided Disposable paper towels to be provided only – no multi use towels to be used. All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water. Posters displayed in toilets and kitchens asking staff to wash their hands for twenty seconds using soap and water. Government advice is to Catch Coughs and Sneezes in tissues – Tissues available throughout the workplace. Water fountain high touch point requires to be added to the cleaning regime and staff reminded of hygiene measures when using the facility.	1	5	5
18	Communicating the risk of exposure to COVID 19	E, VP, C, P, ES	Head teachers must ensure they introduce documented systems to communicate the requirements of COVID 19 premises risk assessments in the premises where their staff are working or visiting. Head teachers ensure the information includes the control measures which have been implemented and premises specific instructions in order to help protect staff and others whilst in school premises	3	5	15

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			Head teachers ensure that they inform all children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). Head teachers ensure that they inform all parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend to minimise social contacts. Head teachers ensure they make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Signs and notices relating to COVID 19 risks and required precautions to be provided at strategic locations throughout the building. Head teachers ensure that they inform parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers. Head teachers to communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies and hygiene suppliers. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Use of emails and Microsoft Teams to cascade information as and when required in addition to risk assessment sign off sheets.			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
19.	Risk of COVID 19 exposure or transmission as a result of inadequate fire safety and other emergency arrangements.	E, VP, C, P, ES	Review emergency evacuation procedure to ensure that arrangements remain valid for: - Means of escape - Muster points - PEEPS - Number of trained fire wardens	2	5	10
			Updated fire evacuation plan to be communicated to all persons working within the premises or visiting the premises.			
			Updated fire evacuation plan to be maintained for audit and inspection purposes.			
			Consideration given to PEEPS (Personal Emergency Evacuation Plan) and precautions required to minimise risks associated with COVID 19 when responding to a fire or alarm activation situation.			
			Fire log book to be maintained for all occupied buildings.			
			Fire risk assessment to be reviewed by the relevant Head Teacher as and when required and updated accordingly subject to risk.			
20.	Risk of COVID 19 exposure or transmission as a result of inadequate first aid arrangements.	E, VP, C, P, ES	Head teacher is to review current first aid risk assessment and COVID 19 first aid risk assessment and understand the risk and control measures required for provision of first aid.	2	5	10
			The written first aid risk assessment should take into account all relevant factors with the aim of enabling the setting to ensure they can provide the safe care needed by children during COVID-19 outbreak, including: - The number of children on the premises. - The staff to child ratios. - The types of activities undertaken with the children on the premises. - The likely need for first aid based on the needs of the children attending the premises. - First aider knowledge among staff on the premises; and			

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
			The mitigations available to reduce the risk of such an incident. Monitor arrangements for first aid provision on a regular basis and ensure adequate number of trained first aiders are in place in accordance with relevant risk assessments and government guidance. First aid kits to be updated to include (where already not supplied) surgical masks, eye protection, disposable gloves, disposable aprons and hand sanitisers. Ensure there is a system for communicating the COVID 19 First Aid risk assessment to all First Aiders within the premises and that current government advice is followed when carrying out first aid treatment. Contaminated PPE should be double bagged and disposed of in general waste Managers and first aiders to refer to government guidance regarding expired first aid qualifications and the action to take.			
21.	Risk of exposure to COVID 19 due to ventilation	E, VP, C, P, ES	Ensure ventilation systems are set to nominal speeds, at least 2 hours before the building is occupied and switch to a lower speed 2 hours after the building has closed. Ventilation systems to be kept running at night & weekends, but on a lower speed. Staff are to ensure good use of natural ventilation and open windows to allow for natural air changes where possible. Ventilation in toilets should run 24/7. If windows are present then they should be opened as required to allow for regular air changes. Occupants are asked to flush toilet with the lid closed. Switch air handling units with recirculation to 100% outdoor air where possible. Inspect heat recovery equipment to be ensure that leakages are under control. Review the use of air conditioning units within the buildings. Fire evacuation plans and fire risk assessment to be updated accordingly.	2	4	8
22	Risk of exposure to COVID 19 when staff dispose of	E, VP, C, P, ES	Internal bin system to be set up to deal with disposal of PPE and cleaning materials. PPE and contaminated materials to be double bagged and tied.	2	5	10

Ref	Hazard Identification & Associated Risks	Who could be harmed? (E, SU, VP, V, P, C, ES)	Existing Control Measures	Residual Risk Rating		
				Likelihood	Severity	Overall Risk
	PPE, cleaning materials and other contaminated waste.		- Contents of bins to be disposed of via general waste - Bins to be sanitised once emptied. - Wash hands using soap and water or alcohol gel (70%) after handling bins.			
23	Mental health and wellbeing may be affected due to isolation; workload; lack of exercise; caring responsibilities etc.	E	Management to promote mental health & wellbeing awareness to staff during the COVID 19 pandemic and will offer whatever support they can to support staff and relevant others. - Regular welfare checks by management and staff. - Information available from school mental first aiders. - Weekly offer of free counselling services to all staff	2	5	10
24.	Risks of COVID 19 outbreak associated with inadequate testing arrangements for COVID 19 within occupied buildings.	E, SU, VP, P, C	Arrangements put in place for testing in accordance with most up to date government guidance and advice.			
			Guidance on testing can be sought from HT/DHT. https://www.gov.uk/getting-tested-for-coronavirus			
			Arrangements put in place for appropriate track and trace of confirmed COVID 19 cases as required, depending on stage of pandemic.			
25.	Risk of COVID 19 infection and transmission when reopening a council building after lockdown.	E, SU, VP, P, C	Management will display a "Staying COVID 19 secure in 2021" poster (Appendix A) in a prominent location at the building entrance with up to date contact details. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903464/staying-covid-19-secure-2020-230720.pdf Management to complete COVID secure checklist on a regular basis and maintain for audit purposes.	2	5	10

Action Register

This action register should be used to document any additional control measures which are required to eliminate or adequately control the risks identified within the assessment.

- Any risks which require additional control measures which cannot be implemented in a timely manner, must be documented within the action register.
- Consideration should be given to the hierarchy of controls when implementing control measures.
- Actions must be assigned to an action owner who is responsible for implementing the required action within the timescales indicated.
- Service Area Managers must escalate any significant risks which cannot be resolved locally to their Head of Service for resolution.
- Heads of Service must escalate any risks which cannot be resolved at Head of Service level to their Director for resolution.
- The action register must be updated once the actions have been completed and the control measures incorporated into the risk assessment.

Ref	Date Assigned	Action Required	Action Owner	Action Taken	Date Completed

Risk Assessment Authorisation & Review

Name of Assessor(s):		Signature of Assessor(s):		Date:	
Name of Authorising Manager:		Signature of Authorising Manager:		Date:	

- This risk assessment is a living document and must be reviewed regularly (at least annually) by the manager responsible for the activity being assessed. It should also be reviewed:
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or other significant incident which could impact upon the safety of employees or relevant others.
 - Following significant changes to the task, process, procedure, personnel or line management.
 - Following the introduction of vulnerable personnel.

- A copy of the updated risk assessment should be maintained and made available for inspection and audit purposes

Review	Name of Manager	Date	Comments
Review 1	Patricia Maxwell / Stacey Carlisle	16/03/21	16/03/21 Discussed updated Risk assessment which had previously been shared prior to whole school re-opening at Governing Body meeting. Opportunity for questions.
Review 2	Patricia Maxwell / Stacey Carlisle	18/03/21	Anne Pennock conducted a COVID visit. Discussion with TM / SC and walk around. 1 recommendation, windows to be opened at all times for ventilation.
Review 3	Patricia Maxwell / Stacey Carlisle	01/04/21	Reminded staff to wash soft furnishing regularly.
Review 4	Patricia Maxwell / Stacey Carlisle	23/04/21	Remind peripatetic staff of rules regarding social distancing.
Review 5	Patricia Maxwell/Stacey Carlisle	07/05/21	Communal areas – need to be kept clear and clean to reduce the risk of contamination. If pupils are working in intervention groups ensure that equipment is only used by pupils from that bubble. There are more soft furnishing around school in classes – ensure that they are regularly cleaned. Ensure that staff sit to the side of pupils where possible Resource/IT room was being thoroughly cleaned after use.
Review 6	Patricia Maxwell/Stacey Carlisle	11/06/21	Risk assessment walk carried out – all guidance followed, no issues to report to staff.
Review 7	Patricia Maxwell	14/06/21	Updated to reflect change in national guidance for those who have been required to self isolate due to being close contacts of positive case. Advised to seek PCR test toward the end of the isolation period. If negative test gained then individual may return to school/workplace at the end of the isolation period.
Review 8	Patricia Maxwell	16/08/21	Updated Risk Assessment for September 21. Shared with A. Pennock to seek any further additional guidance/amendments needed before sharing with staff and uploading to website.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID19

● FIVE STEPS TO SAFER WORKING TOGETHER ●



We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here



We have [cleaning, handwashing and hygiene procedures](#) in line with guidance



We have taken all reasonable steps to help people work safely from a [COVID-19 Secure workplace](#) or work from home



We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace



Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Signed on behalf of the employer: _____ [Employer representative signature](#)

Employer: _____ [Employer name](#) Date: _____

Who to contact: _____ [Your Health and Safety Representative](#)
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)