



**Risk Assessment V5**

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| A  | **Date:** 16.11.2020, 2.11.2020, 12.10.2020, 14.09.2020, 28.09.2020, 04.08.2020  | **School:** **Rudston Primary School** | **Team:**  | **Location:** Rudston Rd, Liverpool L16 4PQ |
|   | **Review Date:**30.11.2020 | **Ref:** LCC Full School Opening Resources V6 – 30.09.2020 | **Assessor: W. Walters (HT) & ASBC Ltd (Tony Shipley)** | **Head Teacher: Wendy Walters** |

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| B | **Assessment of Risk for:** Protection from transmission of Covid-19 during pandemic including all school activities**LCC/ ASBC Adapted Model Risk Assessment for Covid-19 02 07 20 aligned with Government Guidance for full reopening of schools 07 08 2020** |

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| C | **List Hazards Here** | **List Groups of** **People at Risk** | **List Existing Controls** | **Risk Level** |
| Ser No |
| 1 | Covid-19 virus: General  | StaffPupilsVisitorsContractors  | The school will display a signed copy of the STAYING COVID-19 SECURE IN 2020 confirming a Covid 19 risk assessment for the school has been completed (posted in the school’s H&S file).This risk assessment will be published on the School’s web site as transparent information system in line with Government advice. *Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).* **Sharing your risk assessment**[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schoolsn) GENERAL INFORMATIONAll staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.There is adequate supervision, where required, to ensure procedures are correctly adhered to.Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy *See LCC H&S Guidance Note GN18 & LCC PPE Check List. V3 update from LCC ‘Reopening Schools … 29th May* Appendix H – LCC PPE Policy and V6 Schools reopening guidance 30th September 2020Reference School infection control risk assessment, as required: *this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29*  **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 (14 days general, minimum of 10 days from start of symptoms).****Liverpool is currently a pilot for new Lateral Flow Testing for asymptomatic adults and children. Guidance 13.11.2020****(**[**https://liverpoolexpress.co.uk/covid-mass-testing-your-questions-answered/**](https://liverpoolexpress.co.uk/covid-mass-testing-your-questions-answered/) **)****states:** **What happens if I test positive?****You will receive your result from NHS Test and Trace, via text message and email.****If you test positive, using either a lateral flow test or a standard PCR swab test, you must self-isolate immediately, along with everyone in your household, for 10 days.****If you test positive through a ‘lateral flow’ test, you will be invited to have a confirmatory standard PCR test that will confirm if you are infected with the virus. You must still isolate while awaiting the results of the confirmatory PCR test. If the confirmatory PCR test comes back positive, then you must continue to isolate for 10 days since your initial ‘lateral flow’ test. If the confirmatory PCR test result is negative, then you need to follow the rules in place under the national lockdown restrictions.****Pupils & staff returning from visits to other countries, not exempt on the ‘bridge list’ will self-isolate for 14 days in line with Government requirements.**Managers must also review all of the following applicable individual risk assessments where relevant:Note; For pregnant women from 28 weeks’ gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. **This advice has been cited in full reopening of schools 07 08 2020**See Covid-19 *virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists).* Currently, there is no evidence to suggest that COVID-19 causes problems with the baby’s development or causes miscarriage. *2.2 Risk to Baby** Extended duty of care **Rudston Primary School have reviewed existing risk assessments of Vulnerable Children and made adjustments as required for this category of children, in this phase of the pandemic, controls in line with Government advice.**
* Stress **Rudston Primary School have a Stress Councillor & Therapist (Pat Charnock) available for consultations on stress matters.**
* Individual Pupil assessments ***see above***
* **BAME persons** *People from ethnic minorities are at a higher risk of dying from coronavirus,*[*a report by Public Health England*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/889195/disparities_review.pdf)*says*. **To understand the initial conclusions you need to read the report** (link below) **as there are complexities and outcomes are likely due to a combination of factors** <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>

Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:* Vulnerable member of staff and/or pupil who has received a Government shielded letter. New advice (Department of Health and Social Care 5.11.2020) states that staff and children classified as CEV should shield at home during new lockdown restrictions until 2.12.2020. <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Note; Rudston Primary School have two members of staff shielding under new restrictions (5.11.2020-2.12.2020) * Occupational Risk Assessment completed for previously shielding members of staff

If a risk assessment is required for an extended duty of care*,* - Extended Duty of Care Risk Assessment Template *V6 Full School Opening LCC 30.09.2020*Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:* 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/>

Referring to the following guidance and publications, as applicable: * HSE COVID19 latest information and advice
* 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
* <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
* Government publication Best Practice: how to hand wash
* Government guidance for food business on Coronavirus (Covid-19)

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-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)
* Guidance for full reopening: schools 30 09 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
* Guidance; Actions for early years and childcare providers during the coronavirus outbreak 16 10 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures> * Government publication Best Practice: how to hand wash <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>
* Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 Updated 5.11.2020 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
* New national restrictions – 5th November 2020 <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

**COVID 19 ADVICE / CONTACTS**Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.Headteacher will refer to current NHS Advice, web; [https://111.nhs.uk/covid-19 or telephone 111](https://111.nhs.uk/covid-19%20or%20telephone%20111)/119. The DfE are providing COVID-19 advice Phone: 0800 046 8687 orEmail: DfE.coronavirushelpline@education.gov.ukHeadteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance <https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services> **Should 2 or more cases (C-19) arise at the school,** the school will contact the local health protection team (HPT) for actions required. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819 **See the Following relevant to Covid 19 Documents / Guidance in the School’s H&S System (SECTION 2 SUB-SECTION; MEDICAL) PLUS RECENT DOCS AS LISTED:*** ***Coronavirus advice for Education Settings poster***
* ***COVID-19 Guidance Cleaning poster***
* ***Draft SEMP appendix 7b COVID-19 document, to be reviewed and modified if required to the School’s requirements)***
* ***Covid-19 WEB Government link for Education Settings***
* ***COVID-19 virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists)***
* ***Guidance on Infection Control in schools and other Childcare Settings – PHA March 2017***
* ***Spotty Book – PHE 2019***
* ***‘Wipe it Out’ Good Practice in infection Prevention & Control 10.01.2011 (Guidance for Nursing Staff)***
* ***Catch it, Kill it, Bin it – NHS Poster 10.01.2011***
* ***LCC GN16 First Aid July 2017***
* ***LCC GN29 Infection Control & Communicable Diseases July 2017***
* ***LCC Risk Assessment 47 Infection Control & Communicable Diseases within the school’s H&S file*** (for other communicable disease)
* **Legionella – Refer to Water Management Risk Assessment**
* **Note; HPA is closed; refer to the NHS & PHE (Public Health England)**
* Catch it, bin it, kill it posters are displayed around the workplace **(see above)**

There is adequate supervision, where required, to ensure procedures are correctly adhered to.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.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: * Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

**Note:**The majority of staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.PPE is only needed in a very small number of cases:* children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
* PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>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 to be provided eye protection/surgical face mask
* *detail any other specific disposable PPE in use* N/A at present

*Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.**PPE is only needed in a very small number of cases if:** *an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained*
* *a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used*

Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) 13. 10. 2020<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> **Staff and parents must wear face covering at drop off and collection times.** **Any PPE used to support child with symptoms must be that provided by the school.**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. **Only in the case of suspected contaminated or contaminated waste.** *See Section 9*All staff 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.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. Lidded rubbish bins available in all classrooms and staff areas.Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running; All Staff have access to a plastic storage box for change of clothing, etc.Parents and Guardians kept informed via email bulletins & Rudston Primary School web site etc. 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 etc. In house meetings will be held with 2m distancing compliancePost-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.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.Reference made to HSE guidance for reporting under RIDDOR:HSE RIDDOR reporting of COVID-19  | **LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19 |
| 2 | Covid-19 virus; General school environment  | StaffPupilsVisitorsContractors  | Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. Rudston Primary will open 5 gate access points; Bright Stars and KS1 (Infants) will be open from 8:45 until 9:00 and KS2 (Junior) gate at Score Lane will open at 8:30 until 9:10 with staggered year group entrance and exit times.

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| **Class** | **Start of day** | **End of day** | **Location** |
| Crocodiles | 8.30 – 8.40 | 3.00  | Junior Hall  |
| Giraffes | 8.30 – 8.40 | 3.00 | Conservatory |
| Mr Foxes | 8.40 – 8.50 | 3.10 | Junior Hall  |
| Minpins | 8.40 – 8.50 | 3.10 | Conservatory |
| Witches | 8.50 – 9.00 | 3.20 | Junior Hall  |
| Oompas | 8.50 – 9.00 | 3.20 | Conservatory |
| Bogtrotters | 9.00 – 9.10 | 3.30 | Conservatory |
| BFGs | 9.00 – 9.10 | 3.30 | Junior Hall |

**Each KS2 year group will be collected from playground by the class teacher and taken to wash hands before entering classroom.**Bright Stars & KS1 children when arriving will go direct to their classroom after washing their hands when entering the building.Start & end of the school day; where possible, pupils should go directly to their ‘bubble’ classroom and be collected / leave directly from that classroom. Stagger group arrival and leaving times if practicable. Staff should keep a minimum of 2 metres when collecting and releasing students to their parents – see above grid for times and locations of arrival and dismissal of children.Any deliveries to the school e.g. stationery, cleaning chemicals will be securely stored and left isolated for 72 hours **when possible**, washing hands after the moving of the delivery. School first aid risk assessment to be reviewed, as required: *refer to WRA1 Workplace Indoor Risk Assessment – First Aid signage posted that identifies all First Aiders and locations of First Aid boxes.*School biometrics and touchscreen entry control systems are **not** disabled during the Covid-19 pandemic **for staff fob registering entry & exiting site**:* biometrics and/or other access control systems are disabled **for visitor use** (and staff if no remote fob type log in/out); **visitor access will be logged in and out manually on a record sheet or similar by reception staff.** Fire Risk Assessment & Fire Evacuation Procedures, **(to reflect emergency egress roll call and fire door changes),** Security, Violence and Lone Working risk assessments **no change. Visitors during the pandemic will generally be discouraged from attending site unless there is no other option,**

Hand sanitizer stations located at:* Entrances to building
* Adjacent to biometric signing in screen
* Classrooms/entrances to classrooms
* Halls
* Staff rooms
* Toilets

Contents of hand sanitizer displayed at each stationSignage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance.Corridors, walkways and staircases have signs (in the Infant building) markings laid out to indicate side to walk on (two way traffic) **in the Infant building**. **N/A to Bright Stars (small groups, few rooms). Rudston Junior building have implemented a one-way system for movement.**Cross corridor fire doors and other high occurrence touch points will be cleaned regularly throughout the working day to prevent contamination of constant touch pointsRudston have installed 11 No *Dorgard* system boxes - hold open devices (sonic release door foot bolt, activated when fire alarm sounds) to hold cross corridor fire doors open to prevent / reduce contamination of constant touch points. 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.Note from; *Covid-19-implementing-protective-measures-in-education-and-childcare-settings:* *……..….While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is a low risk.*Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.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. Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in ‘bubbles’ where appropriate.**The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. A maximum of 8 staff at any one time will use the staffroom. Beverages, etc., can be taken back to classrooms for consumption. Staff using staff room must remain in year group bubbles and remain 2m from each other at all times.****All windows and External corridor doors must be open for 1 hour every 4 hours to recycle clean air into learning areas.** If required staff and children should wear additional layer of clothing during cold weather.**Staff and Pupils reminder of Staying safe outside the home guidelines (Social Distancing)****You should minimise time spent outside your home and when around other people ensure that you are two metres apart from anyone not in your household or support bubble.****Remember - ‘Hands. Face. Space’:*** **hands – wash your hands regularly and for 20 seconds**
* **face – wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet**
* **space – stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors)**
 | **LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19 |
| 3 | Covid-19 virus: School reception and offices | Staff  | Staff are instructed to send information electronically to avoid the use of internal mail services.All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards for visitors will be suspended. **Visitors will be signed in and out electronically by office staff.**All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed. If more than 1 visitor is waiting to enter the office area they will be requested to wait outside. Seating, display stands and magazines are removed.Screens are installed to office area were staff are required to have face-to-face interaction with visitors.Staff who are able to work from home, are encouraged to do so.Office windows will be opened where practical, to encourage as much natural ventilation as possible (min of 1 hour every 4 hours)Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. Desk configurations and allocation are such that staff are not seated facing each other.Workstations are single user use. Sharing of workstations is not to be undertaken. 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. A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use. 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.The use of copiers, printers and shredders 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. | **LOW**Under current guidance forCOVID-19 |
| 4 | Covid-19 virus: Meetings | Staff | All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.Meeting room capacity is reduced to comply fully with prevailing social distancing measures.Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. | **LOW**Under current guidance forCOVID-19 |
| 5 | Covid-19 virus: Classrooms  | Staff Pupils  | Primary Schools:* Classes are kept in ‘bubbles’ and should not mix with other classes during the school day. Rudston Primary School will operate Year Group Bubbles
* Wherever possible, staff teaching and supervising a ‘bubble’ should maintain 2m social distancing from pupils and should not mix with other bubbles.

Teacher Working Zone; the Class Teacher has a 2m wide working (width of the room) floor marked zone area / corridor at their normal teaching positionClasses & bubbles at break times will be kept together and mixing with other classes minimised, as much as possible.Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes. ***See Rudston time table Page 12***Classes are back to normal capacity in line with government guidance. Rudston Primary School will keep pupils in ‘Year Group Bubbles’:* Year Groups will be kept together and mixing with other year groups minimised, as much as possible.
* Nursery School and EYFS provision Minimise mixing within settings e.g. different rooms for different age groups
* Primary School Classes are kept in ‘Year Group bubbles’ and should not mix with other year groups during the school day.
* Wherever possible, staff teaching and supervising a ‘bubble’ should maintain 2m social distancing from pupils and should not mix with other bubbles.
* The Classes will be allocated one classroom to contain the potential spread of the virus until restrictions are lifted
* Wherever possible, staff supervising a cohort should also remain within this ‘bubble’ Note the exception to this:
	+ **PPA – PE delivery will be undertaken outside where possible and at a minimum of 2m distance from all children**
* Teachers should ensure that all staff and students wash their hands regularly throughout the day particularly when eating and at the start and end of activities.
* Playtimes should be reviewed to ensure students keep a safe distance from other bubbles.
* Rudston Primary School equipment i.e. keyboards, laptops, ipads, etc., will be cleaned throughout the school day, every evening and generally allocated to each pupil for use in the school.

**Music***Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. DfE guidance* 05 11 2020<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> **Physical Activities in Schools;** *Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.**Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.*<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks> Cleaning of hands is encouraged when changing classrooms / areas for different activities. All staff and children should use hand santiser when entering classroom or canteen areas.Classes should be kept together and mixing with other classes minimised, as much as possible.All desks face the same direction i.e. front of the classroom.Pupils are seated side by side as opposed to opposite each other.For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared**.** Each Year group bubble will be allocated set of PE equipment to minimise sharing of resources.Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles. All unnecessary items are removed from classrooms and teaching environments as much as possible.Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere. Knitted fabric chairs & other furnishings (computer rooms, and staffroom chairs, etc.); have been isolated. Teachers and Office chairs used exclusively by one person will remain in place and be sanitized with a disinfectant spray at the end of every working day.Classes are to take place in the same setting wherever possible to limit the numbers moving around the school. Classroom activities planned and structured; where possible and appropriate classes will be held outdoors. Pupils regularly reminded to maintain social distancing where possible.**All windows and External corridor doors must be open for 1 hour every 4 hours to recycle clean air into learning areas.** If required staff and children should wear additional layer of clothing during cold weather.Note; typical split system air-conditioning can be used during this pandemic (C-19) <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> | **LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19 |

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| 6 | Covid-19 virus: Dining areas | Staff Pupils | Dining room laid out to maintain 2m social distancing between bubbles as far as is reasonable practicable. **Dining room zone use will be allocated to bubbles as staggered sittings with maximum of 2 bubbles at a time separated by 2m corridor between areas- green and blue zones allocated to bubbles.****Packed lunches will be consumed with the bubble in the science room for KS1 and meeting room for KS2**Dining room be laid out so that year group ‘bubbles’ are separated whilst eating. Note; NO BUFFET will be used. Lunch times will be staggered to ensure ‘bubbles’ do not mix. Dining room tables and chairs will be wiped down between sittings. Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible. | **LOW**Under current guidance forCOVID-19 |

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| 7 | Covid-19 virus; School day  | StaffPupilsVisitorsContractors  | School start times for different bubbles are staggered to reduce the numbers attending the site at the start and finish of the day. **See table below**

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| **Class** | **Start of day** | **End of day** | **Location** |
| Gruffalo | 8.45- 9.00 | 3.05 | Children to be collected via barn |
| Tiddler | 8.45- 9.00 | 3.15 |
| Dinosaurs | 8.45- 9.00 | 3.15 | Children to be collected from year group entrance  |
| Unicorns | 8.45- 9.00 | 3.15 |
| Stickman | 8.45- 9.00 | 3.15 |
| Smartest Giants | 8.45- 9.00 | 3.15 |
| Crocodiles | 8.30 – 8.40 | 3.00  | Junior Hall  |
| Giraffes | 8.30 – 8.40 | 3.00 | Conservatory |
| Mr Foxes | 8.40 – 8.50 | 3.10 | Junior Hall  |
| Minpins | 8.40 – 8.50 | 3.10 | Conservatory |
| Witches | 8.50 – 9.00 | 3.20 | Junior Hall  |
| Oompas | 8.50 – 9.00 | 3.20 | Conservatory |
| Bogtrotters | 9.00 – 9.10 | 3.30 | Conservatory |
| BFGs | 9.00 – 9.10 | 3.30 | Junior Hall |

Parents and guardians are requested to drop their children off alone e.g., not both parents attending at once.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. **Note; Rudston have initiated a ‘U’ shaped system for the Infant School drop-off and a one way route for Junior School drop-off’s entering on Score Lane path and exiting via Rudston Road.**Parents and guardians ~~requested~~ are not allowed onthe school playground Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.Where possible the numbers using toilets will be managed in line with social distancing guidelines:* Rudston have a two-child system of facility use at any one time, managed by staff. at a time in a large capacity facility
* Hand driers will not be isolated and paper hand towels & pedal bins provided
 | **LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19 |
| 8 | Covid-19 virus; Working and teaching within the school environment | StaffPupilsVisitorsContractors  | Staff instructed in the following working practices:* Aim to maintain 2m social distancing at all times, where practicable.
* Teachers & LSPs’ should not bend down to pupils level when communicating in close quarter
* Limit number of surfaces touched, where possible.
* Keep hands away from face as much as possible.
* Regularly perform appropriate hand washing.

**Staff are instructed to ensure that they maintain social distancing at all times with children and adults to reduce direct and close contact:****Direct contact without PPE:** * + being coughed on, or
	+ having a face-to-face conversation within 1 metre, or
	+ having unprotected skin-to-skin physical contact, or
	+ travel in a small vehicle with the case, or
	+ any contact within 1 metre for 1 minute or longer without face-to-face contact

**Close contact** without PPE: * + Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

The Class Teacher has a 2m wide working (width of the room) zone area / corridor at their normal teaching positionLessons and activities planned to make best use of school resources whilst maintaining social distancing.Changing of classrooms for different activities is minimised as far as is reasonably practicable.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.Pupil’s behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school with the ultimate sanction of the pupil’s exclusion.**Intimate Care for EYFS & SEND** See below & web site links, extracts from; *Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)*<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies> **Intimate care; nappy changing and similar:** * *Is PPE required for tasks involving changing nappies or general care for babies?*

*Staff should follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home.**How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines?* *Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.**It is imperative that education, childcare and children’s social care settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in* ***each*** *classroom or learning area. As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.**Also see;* Supporting children and young people with SEND as schools and colleges prepare for wider opening. Extract from Section; **Updating Risk Assessments (please read all of this section in the on line document for SEND pupils);** *Following the partial closure of education settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. Local authorities were asked to work with educational settings and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting.* <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>***This Government information was updated 24 07 2020****PPE is only needed in a very small number of cases:** *children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way*
* *PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms*

*Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)*<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> | **LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19 |
| 9 | Covid-19 virus; Cleaning | StaffPupilsVisitorsContractors  | All cleaning staff are experienced and have received appropriate training (Contractor). This Risk assessment will be shared with Service Master (contract cleaning Co) for information and to allow them to adjust their safe working methods in the current pandemic situation.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.If a COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer’s MSDS (material safety data sheet) available from the supplier or on-line from the manufacturerReference existing school COSHH risk assessments: School H&S File Section 4, COSHH General Cleaning Chemicals 29a. also; Section 9, COSHH product risk assessments. Also; Service Master’s own COSHH fileCleaners have appropriate PPE in line with current (and any new) COSHH risk assessmentsPlayground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. **Rudston have isolated fixed equipment; climbing frames, slides, trim-trails, etc. Portable resources; skipping ropes, bats and balls, etc., are a limited resource and sharing between bubbles is required. They will be sanitised after each bubbles use**Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> (15th July 2020)**What you need to know** (extract from *cleaning in non-healthcare settings*):* cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. ***The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor)***
* wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
* **Windsor; non-disposable cloths will be disinfected after us, plus** using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
* if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
* wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

School will be fully cleaned at the finish of each school day, **classrooms, toilets and doors will be cleaned at lunchtime breaks**:* **Ensure waste bins (lidded bin available in every classroom) are monitored and emptied regularly.**
* **Ensure staff receiving deliveries wear gloves.**

**Service Masters** Cleaners on site **lunch time (1 per building) & evenings** during the school day, **(some school teachers & LSPs’ will assist with minor cleaning of bubble resources).** Regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. **Gate and main entrance door digital call points will be cleaned regular throughout the working day.**Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned (when possible after the room has been closed off for 72 hours)along with areas the person may have been.Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):* Printers/photocopying machines
* ~~Lift buttons~~ and door entry keypads Rudston stair lifts isolated until further notice
* Door, fridge and cabinet handles
* Light switches
* Kitchen surfaces

Initially, the Library & Computer Suite will be isolated from use. Class resources for cleaning; each bubble can use iPad for half of the school day on a time table. They will be sanitised after each group use. Computer suite reopening 19.10.2020 and will be allocated on weekly basis to year group bubbles – 2 day isolation period between bubbles after through clean.PPE waste can be treated as normal waste unless used cleaning an area of a suspected C-19 symptomatic person. If there is a suspected case – double bagged waste will be stored in a PPE waste box located outside caretakers office. Double bagged, placed in the PPE waste bin by R. Newby (Caretaker) for >72 hours before disposal in Rudston’s normal waste system. Service Master (to be informed of this requirement)See new guidance on waste below***Waste*** *does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.**Dispose of routine waste as normal, placing any used cloths or wipes in ‘black bag’ waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.**Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):*1. *Should be put in a plastic rubbish bag and tied when full*
2. *The plastic bag should then be placed in a second bin bag and tied*
3. *This should be put in a suitable and secure place and marked for storage until the individual’s test results are known*

*This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.**If the individual tests negative, this can be put indisposed of immediately with the normal waste.**If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.**If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:** *keep it separate from your other waste*
* *arrange for collection by a specialist contractor as hazardous waste*

*There will be a charge for this service.**Other household (domestic) waste can be disposed of as normal.***15 07 2020**<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  | **LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19 |
| 10 | Covid-19 virus; Pupils and staff who become symptomatic during the school day | StaffPupilsVisitorsContractors  | Pupils who are symptomatic will not be allowed to attend school.Pupils with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidancePupils 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. **Headteacher will refer to current NHS Advice, web;** <https://111.nhs.uk/covid-19> **or telephone 111/119** **The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email:** **DfE.coronavirushelpline@education.gov.uk****Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE.** <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm> 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.* Any staff presenting as symptomatic will be immediately sent home.
* Any pupils presenting as symptomatic will be taken to an isolation room area **and the parent/guardian requested to get the pupil tested (Tel: 119 to request a test).**
* Designate one room as an isolation area per building. **Radio Room and the small room off the Science Room**
* Ensure isolation rooms can comfortably accommodate a distance of 2 metres per person
* Ensure that the isolation room(s) are kept clean – use antibacterial cleaner on door handles and other contactable surfaces as directed in deep clean guidelines.

If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible. Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:* 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.

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.**Should 2 or more cases (C-19) arise at the school,** the school will contact the local health protection team (HPT) for actions required. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819**See Track & Trace system;** order a test immediately at [www.nhs.uk/coronavirus](https://www.nhs.uk/conditions/coronavirus-covid-19/) or call 119 if you have no internet accessIf necessary a ‘bubble’ will be sent home and advised to isolate in line with guidance.**COVID-19 symptoms:*** High temperature / fever
* New continuous cough
* Loss of the sense of smell & taste
* The above ***MAIN*** 3 symptoms are the one’s listed on the NHS site 04 06 20. Other reported symptoms include:
	+ Fatigue
	+ Abdominal pains / diarrhoea
	+ Severe vomiting
	+ Rash (Kawasaki disease) – signs of toxic shock

 / over activation of the immune system (likely attaching vital organs) * + Persistent chest pain or trouble breathing
	+ New confusion
	+ Blue lips or face
	+ Sore throat
	+ Breathing difficulties
	+ Headaches
	+ Flu like aches & pains
* The NHS also state; ***“trust your instincts”*** with children – if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues
 | **LOW**Under current guidance forCOVID-19**LOW**Under current guidance forCOVID-19 |

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| --- | --- | --- | --- | --- |
| 11 | Covid-19 Risk of infection ***from visitors***  | StaffPupilsVisitorsContractors  | * **Where possible communication between parents and the school should be via text message/email or social media. Any parents wanting to speak with teaching staff will need to arrange an appointment via the telephone and will be held either be behind the reception screen or at a minimum of 2 metres apart.**
* **Schools should not open any longer than is necessary.**
* **All visitors and contractors to school should be limited to essential personnel only i.e. catering staff, maintenance personnel for essential & emergency repairs to fix defective boilers, etc. Ensure any contractors are aware they must not visit the school if they or anyone they have come into contact with anyone who is symptomatic.**
 | **LOW**Under current guidance for COVID-19 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12 | Covid-19 Virus – OOH Provision | StaffPupilsParents | **OOH provision will operate in year group bubbles**

|  |  |  |
| --- | --- | --- |
| **Year group** | **Where** | **Entrance/exit point** |
| Reception | Science room | Main entrance, Rudston Road |
| Year 1 & 2 | Infant Hall | Main entrance, Rudston Road |
| Years 3,4,5 & 6 | Canteen | Door at rear of canteen |

**The infant hall and canteen areas will be marked out to identify year group bases to miminise interaction and maintain integrity of year group bubbles. Resources will be allocated to each year group to eliminate sharing.** **Parents will use buzzer system to drop off and collect children from OOH and be requested to maintain social distancing at all times.****All children will wash/ santise hands on entering OOH.****Breakfast Club****OOH staff will take children to classroom at start of school day****After School****LSPs will take children to after school club at end of school day****All OOH staff will follow Risk Assessment guidance set out above**  |  |
| 13 | Covid-19 Virus After school provision | StaffPupilsParents | **Happy Hedgehogs will provide limited after school clubs based in 3 zones to maintain year group bubbles. 1 activity in junior hall, 2 activities on junior field (field will be marked to maintain year group bubble integrity)** **1.1 provision****All Happy Hedgehog Staff will follow Risk Assessment guidance set out above****Clubs taking place in hall will be dismissed from Rudston Road office entrance and football and cricket will be dismissed from Score Lane to maintain bubbles and maximise social distancing of parents.** |  |

**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 **Under current guidance for COVID-19**

|  |  |  |
| --- | --- | --- |
| *D* |  **Controls** | **E To be completed by the Manager** |
|  |  (Ser Nº to correspond with Hazard Ser Nº) |  |
| Ser No | **Additional Controls Required** | **Action to be Taken** | **By Whom** | **Target Completion Date** | **Task Completed** **(Signed & Dated)** |
| 1 | Actions required to combat Covid-19  | Monitor Government updates for developing operational advice  | Headteacher | ongoing |  |
| 2 | This Risk Assessment is for the full Reopening of Schools September 2020. This risk assessment operating procedures will be reviewed should a failure be noted or after 14 days to ensure that the requirements are functioning | Monitor operational requirements to ensure satisfactory | Headteacher | ongoing |  |

|  |  |  |
| --- | --- | --- |
| **F** | **Once additional controls are implemented, what will the overall risk level be:****High Medium Low** | **Risk assessment signed off by: Wendy Walters (Headteacher)****Signature: *N/A electronic*****Date: 27 08 2020***Please note an electronic signature will suffice.* |

## Extended Duty of Care Risk Assessment

**Risk Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A**  | **Date:**  | **School:**  | **Team:**  | **Location:**  |
|   | **Review Date:**  | **Ref:** | **Assessor:**  | **Head Teacher:**  |

|  |  |
| --- | --- |
| B | **Assessment of Risk for:** *Model* Extended Duty of Care Assessment for Protection from transmission of Covid-19 during pandemic re Shielding/Clinically Vulnerable/extremely Clinically Vulnerable Staff as per Government Guidance |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C | **List Hazards Here** | **Name of Person at Risk** | **List Existing Controls** | **Risk Level** |
| Ser No |
| 1 | Covid-19 virus: General  | Staff name  | Refer to Covid-19 NHS Shielding Letter dated .………, which details medical conditions and NHS recommendations regarding returning to work.Reference General School Covid-19 risk assessment in place: …………………………All controls in place are applicable to *detail individual job* role.Reference any task specific Covid-19 risk assessment in place relevant to the individual: ………………………………………………………………..One to one meeting to be completed with staff to discuss additional controls required. |  |
| 2 | Covid-19 virus; General school environment  | Staff name  | *Detail all specific and individual controls required, over and above those detailed within the General School Covid-19 risk assessment and task specific Covid-19 risk assessment*Staff to strictly adhere to social distancing rules (2m) as per government guidance.Staff to remind pupils to follow social distancing rules.Where staff may be unable to strictly follow social distancing in the workplace e.g. Early Years Setting, additional precautions should be taken, including:* Staff moved into older year group where pupils are more aware of social distancing rules.
* Where moving to an alternative year group is not practical, alternative work where social distancing can be achieved to be offered e.g. office work
* Staff to avoid corridors during busy circulation times.
* Staff to avoid using communal staff room as far as is reasonable practicable.
* Start and finish time to be staggered to avoid arriving/departing at busy times.
* Staff taken off first aid duty where possible.
* Staff to utilise the use of ‘outdoor classrooms’ as much as possible.
* Staff to attend meetings via technology e.g. Zoom

An ongoing formal review of task requirements and general health will be undertaken every …….. ……, to ensure the sufficiency of all controls in place.*Detail name* has been advised that, prior to each formal review, any concerns regarding the job role or further adjustments should be formally raised with *detail position as applicable* *e.g.* *line manager.*Staff to raise any concerns regarding their health and the risk assessment controls with their line manager at the earliest opportunity. |  |
|  |  |  |  |  |