

**The Three Saints Academy Trust**  
**GENERAL SCHOOLS RISK ASSESSMENT**




NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.  
 The general risk assessment below MUST be amended to reflect each school's specific controls on an ongoing basis.

**PART A. ASSESSMENT DETAILS:**

**Area/task/activity:** Arrangements during COVID-19 restrictions

**Location of activity:** St Ann's Church of England Primary School, View Road, Rainhill, Merseyside, L35 0LQ

<b>Team/School name:</b> <b>Address &amp; Contact details:</b>	St Ann's Church of England Primary School	<b>Name of Person(s) undertaking Assessment:</b>	Laura Rynn Emma Reed Charlotte Foster Maria Connolly Sandra Roberts
		<b>Signature(s):</b>	
<b>Headteacher (Name):</b>	Laura Rynn	<b>Date of Assessment:</b>	19.4.22
<b>Signature:</b>		<b>Planned Review Date:</b>	Monthly, or more often if required
<b>How communicated to staff:</b>	Risk Assessment available on network. Risk Assessment shared during inset with opportunity for questions/ discussion. Reviews shared by email.	<b>Date communicated to staff:</b>	19.4.22

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>School regularly refers to official advice from the DfE, PHE, H&amp;S and HR.</li> <li><a href="https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19">https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19</a></li> <li>Headteacher keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required.</li> <li>RCO's guidance on pregnancy and Covid: <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#occupational">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#occupational</a></li> </ul>
Spread of the disease, including testing using LFT and/or/PCR	Employees and regular visitors to school e.g. peripatetic teachers and tutors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Staff who are symptomatic should test for Covid19. Staff who test positive should not attend school for a minimum of 5 days starting the day after they took the test, and until well enough.</li> <li>Children who are symptomatic should test for Covid19. Children who test positive should not attend school for a minimum of 3 days starting the day after they took the test, and until unwell enough. Children with a high temperature must not attend school.</li> <li>Protective measures to remain in place: <ul style="list-style-type: none"> <li>See Spread of COVID-19 (p3 &amp; 4)</li> </ul> </li> </ul>
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents/incidents	<ul style="list-style-type: none"> <li>Employees at work have a daily briefing prior to pupils arriving on site to clarify any changes in roles &amp; responsibilities for the day, impact on planned activities for pupils, essential employee tasks to be undertaken, etc. The daily briefing will be sent via email.</li> <li>All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns.</li> <li>All new employees and students are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities.</li> <li>The CEO, or other nominated senior personnel, contacts school regularly to offer support and advice and to monitor the current working arrangements.</li> <li>Staff may have some with additional responsibilities e.g. cleaning, supervising pupils isolating in the isolation room.</li> </ul>
Impact of reduced staffing levels on pupil activities and work tasks and general work of school	Employees, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents,	<ul style="list-style-type: none"> <li>Current government guidance states that pupil activities and staff work tasks can be carried out as normal.</li> <li>Dynamic risk assessment will be completed to consider the impact on safety in event of reduced staffing levels and to clarify what control measures need to be</li> </ul>

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			<p>implemented. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative one will need to be done instead.</p> <ul style="list-style-type: none"> <li>• The Headteacher or other senior personnel, will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary.</li> <li>• Staffing levels are reviewed and where necessary advice will be taken from CEO/Trust; concerns about staffing capacity will be discussed with the Trust.</li> <li>• Where it is necessary to deploy existing staff differently, this will not be at the expense of SEND pupils and changes will be discussed and agreed with the member of staff to ensure they have the appropriate the skills, expertise and experience to carry out the work.</li> <li>• Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies).</li> <li>• Classes may be combined if our workforce is affected.</li> <li>• Staff may have some additional responsibilities e.g. cleaning, supervising pupils isolating in the isolation room.</li> </ul>
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Good hygiene for everyone (handwashing).</li> <li>• Appropriate cleaning regimes.</li> <li>• Occupied spaces well ventilated.</li> <li>• Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 followed.</li> <li>• 'Catch it, bin it, kill it' approach promoted.</li> <li>• Tissues readily available in the areas being used;</li> <li>• Pupils reminded to avoid touching their faces with unwashed hands and good respiratory hygiene will continue to be promoted.</li> <li>• During an outbreak, staff will clean their classroom and shared areas more regularly and children will be encouraged to wash their hands more frequently.</li> </ul>
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Good hygiene for everyone (handwashing).</li> <li>• Appropriate cleaning regimes.</li> <li>• Occupied spaces well ventilated.</li> <li>• Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 followed.</li> <li>• 'Catch it, bin it, kill it' approach promoted.</li> <li>• CO2 monitor to be used in all classrooms.</li> </ul>

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			<ul style="list-style-type: none"> <li>During an outbreak, additional measures to be introduced e.g. staff who move between classes may wear face masks, lunches in classrooms, no collective worship, no unnecessary visitors on site, planned events to be further risk assessed - may be adapted, postponed or cancelled.</li> </ul>
Ventilation	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Occupied spaces will be kept well ventilated while ensuring a comfortable teaching environment is maintained.</li> <li>Ventilation will be maximised wherever possible, for example, opening windows and propping open doors, as long as they are not fire doors, and where it is safe to do so (bearing in mind safeguarding in particular).</li> <li>Consideration will be given to ventilation when holding events where visitors are on site e.g. family worship, coffee morning, parent meetings</li> <li>Natural ventilation will include opening windows and doors (even internal doors can assist with creating a throughput of air.)</li> <li>In cooler weather windows should be opened just enough to provide constant background ventilation, but opened fully during breaks to purge the air in the space.</li> <li>External doors will be left open whenever possible, but always when the room is not in use (as long as the door is not a fire door, and only when safe to do so)</li> <li>Mechanical ventilation systems -these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible systems should be adjusted to full fresh air or, if not the systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply).</li> <li>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> <li>Opening high level windows in preference to low level to reduce draughts</li> <li>Increasing the ventilation while spaces are unoccupied (e.g. in between lessons, playtimes, lunchtimes, end of the day, during outdoor lessons)</li> <li>Encouraging pupils and staff to wear additional layers under their uniform/ clothing</li> <li>Rearranging furniture, wherever possible to avoid people sitting in draughts</li> <li>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul> </li> <li>CO2 monitors in classrooms. Where a CO2 monitor reads 'not normal,' children to be taken outside for a short playtime.</li> </ul>
Employees, pupils and visitors displaying symptoms of the virus	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Employees, pupils and visitors should stay at home and if they are displaying symptoms of the virus, until well enough again.</li> <li>Parents travelling abroad should bear in mind the impact on their child's education</li> </ul>

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			<p>which may result from any requirement to quarantine or isolate upon return.</p> <ul style="list-style-type: none"> <li>If anyone in the school becomes unwell with symptoms of coronavirus (COVID-19) infection, they should go home immediately, isolate, test and follow <a href="https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19?utm_source=24%20February%202022%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19">https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19?utm_source=24%20February%202022%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19</a></li> <li>School will act upon the advice given by Public Health.</li> <li>Employees who have assisted someone who has taken ill with COVID-19 symptoms do not need to go home unless they display the symptoms themselves.</li> <li>Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.</li> <li>Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.</li> <li>All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.</li> <li>If pupils are unwell and have a high temperature, their parents/ carers will be contacted to collect them from school and take them home.</li> </ul>
Caring for a child in school who is displaying symptoms of the virus	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>If a child is displaying symptoms and is awaiting collection, they should be moved, if possible, to a well-ventilated room where they can be isolated outside if the weather is dry. They will be supervised by a member of staff who should try to stay at least 2m away from the child.</li> </ul>
Asymptomatic testing	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Staff should be tested for COVID-19 if displaying symptoms and if positive not attend school for 5 days, or longer if remain unwell.</li> <li>It is not recommended that children are tested for COVID-19 unless directed to by a health professional.</li> </ul>
Close Contacts & Isolation	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, you should try to stay at home and avoid contact with other people for 5 days after the day you took your test (3 days for children, and until they are well and no longer have a high temperature).</li> <li>If you are a contact of someone who has had a positive COVID -19 test result it can take up to 10 days for your infection to develop. It is possible to pass on COVID-19</li> </ul>

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			<p>to others, even if you have no symptoms. You can reduce the risk to other people by taking the following steps:</p> <ul style="list-style-type: none"> <li>- avoid contact with anyone you know who is at <a href="#">higher risk of becoming severely unwell</a> if they are infected with COVID-19, especially <a href="#">those whose immune system means they are at higher risk of serious illness from COVID-19, despite vaccination</a></li> <li>- limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces</li> <li>- wear a well-fitting face covering made with multiple layers or a surgical face mask if you do need to have close contact with other people, or you are in a crowded place</li> <li>- wash your hands frequently with soap and water or use hand sanitiser</li> <li>- If you develop symptoms of a respiratory infection try to stay at home and avoid contact with other people and follow the guidance for people with symptoms.</li> <li>- Follow <a href="#">guidance on protecting yourself and others in living safely with respiratory infections, including COVID-19</a>.</li> </ul>
Lockdown measures	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.</li> </ul>
Contingency plans for outbreak	Employees, pupils, parents	Quality of education	<ul style="list-style-type: none"> <li>• School has a contingency plan (sometimes called outbreak management plans) outlining how we will operate if advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in school will only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</li> <li>• The contingency plan outlines the extra action that will be taken if the number of positive cases substantially increases.</li> </ul>
Managing a confirmed case	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test, or until well enough and no longer have a high temperature. There is <a href="#">different advice for children and young people aged 18 and under</a>. Children should not attend school for a minimum of 3 days, and until well enough and no longer have a high temperature.</li> </ul>
Containing an outbreak of the virus	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• School will make sure that the 'Contingency Plan' covers the possibility that it may become necessary to separate classes/ groups for a temporary period, to reduce mixing if there is a local outbreak.</li> <li>• School will work in consultation with the local Director of Public Health in line with</li> </ul>

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			<p>routine public health outbreak control practice., where an outbreak in a school is suspected/confirmed.</p> <ul style="list-style-type: none"> <li>School will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. We will do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. School may be offered public health support in managing risk assessments and communicating with staff and parents.</li> </ul>
Admitting children and staff back into school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, <b>school can take the decision to refuse the pupil if, in school's reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</b></li> </ul>
Reduced first aid provision	Employees, pupils, visitors, contractors, parents, members of the public	Untreated injuries	<ul style="list-style-type: none"> <li>Normal first aid provision and procedures in place.</li> <li>Daily consideration is given to level of first aid provision on site (including at least one paediatric first aider on site each day);</li> <li>First Aiders are aware of <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders</a></li> <li>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</li> <li>In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance.</li> </ul>
Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> <li>Employees aware of the fire and lock-down procedures e.g. class fire registers completed at each registration and used in event of evacuation (on lid of green medical box), areas of a building that may not have been checked; take out the register, green medical boxes and emergency grab bag; to call/liaise with the Police/ Fire Service, to lead pupils to a 'safe area' depending upon the type of security threat/lock-down.</li> <li>All usual checks in place e.g. daily checks to ensure all fire doors are kept unlocked and will be available in the event of an emergency;</li> <li>No social distancing rules will be necessary between classes.</li> <li>In the event of an outbreak, social distancing control measures to be re-introduced e.g. no crossing of classes when walking to identified 'safe area.'</li> </ul>
Reduced premises inspections,	Employees, pupils,	Accidents or incidents	Premises management inspections, testing and servicing of plant, equipment, etc. are kept

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tests, servicing and maintenance	visitors, contractors, parents, members of the public	resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<p>up to date for all parts of the building that remain in use e.g.</p> <ul style="list-style-type: none"> <li>• <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc.</li> <li>• <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed, they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process.</li> <li>• <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria.</li> <li>• <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The school's property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up to date.</li> <li>• <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc.</li> </ul> <p>Records of all testing and checks will be kept.</p> <p>Records will also be kept of any areas that have <b>not</b> been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.</p>
Contractors and visitors to site	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Normal visitor procedures will resume.</li> <li>• All visitors will follow the Government's guidance and the school's procedures.</li> <li>• Contractors and visitors must obtain permission before attending the site.</li> <li>• Key contractors will be made aware of the school's control measures and ways of working.</li> <li>• Physical contact in greetings to be avoided e.g. hand shakes</li> <li>• Site managers and office staff welcoming contractors and visitors to seek assurances that they are in good health.</li> <li>• In the event of an outbreak, only essential visitors will be permitted on site when the children are in attendance, and they will be instructed to socially distance from staff and wear face masks.</li> </ul>



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Social contact	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>School will make sure that the 'Contingency Plan' covers the possibility that it may become necessary to separate classes/ groups for a temporary period, to reduce mixing if there is a local outbreak. However the need to staff the school and provide face to face education will take precedent over the mixing of classes and staff.</li> </ul>
Classroom organisation	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>No restrictions in place unless there is an outbreak.</li> <li>Classrooms will continue to be well ventilated by having open windows and doors whenever possible.</li> <li>Classrooms to be left tidy at the end of the day, no rubbish/clutter on floor or tables, all personal resources tidied away.</li> <li>In the event of an outbreak, classroom organisation may be reconsidered and control measures re-introduced e.g. front facing desks in rows, reduced sharing of equipment, soft furnishing removed.</li> </ul>
Cleaning	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>School will maintain appropriate cleaning regimes.</li> <li>In the event of an outbreak, lidded cleaning boxes will be available as necessary. This will contain a anto-bac wipes, tissues, disposable cloths, hand sanitiser, black binbag (general bin), gloves, aprons, masks, white bin bags.</li> <li>In the event of an outbreak, enhanced cleaning will be introduced.</li> </ul>
Cleaning of Hands	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Good hygiene encouraged.</li> <li>Hand sanitiser to be available in all rooms without a sink.</li> <li>Small children and pupils with 'complex needs' to be helped to clean hands properly.</li> <li>Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>Cleaning of hands to be built into the school curriculum, routines &amp; culture.</li> <li>In the event of an outbreak, opportunities to clean hands to be increased</li> </ul>
Hand Sanitiser & Handwash	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Hand sanitiser to be available in all rooms.</li> <li>Pupils to be supervised so that it is not ingested</li> <li>Children may bring own hand sanitiser &amp; hand wash into school but a medical form (form B) must be completed and it must be labelled with child's name and remain in school.</li> <li>Hand sanitisers to be disposable and not re-fillable</li> </ul>
Travelling to and from work	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>For people leaving school with suspected symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. School to encourage parents, staff and pupils to walk, drive or cycle to school if possible.</li> <li>All staff to wash hands on entering and leaving work.</li> </ul>
Intervention	Employees, pupils	Potential spread of	Academic and Therapeutic interventions to continue.

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		infectious disease	<ul style="list-style-type: none"> <li>Children from different classes can mix for the purposes of intervention.</li> <li>In the event of an outbreak, mixing may be stopped, desks and chairs to be cleaned between groups sharing same space.</li> </ul>
Staffroom	Employees, pupils, visitors, contractors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Individual staff to take responsibility for cleaning up after themselves and keeping the rooms clean and tidy.</li> <li>Anti-bac wipes to be available to clean frequently touched surfaces with.</li> <li>Dishwasher used to wash crockery and cutlery</li> <li>In the event of an outbreak, number of staff permitted to use staffroom at any one time will be restricted, or staff from outbreak classes not permitted to use staffroom once again (other spaces may be made available).</li> </ul>
PPA & staff absence	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Normal PPA and absence cover in place</li> <li>Staff from outbreak classes to have PPA in isolation.</li> <li>In the event of staff staff absence or an outbreak, arrangements for staffing and/ or may change.</li> <li>TAs may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies) if there are staff shortages.</li> </ul>
Arriving at and leaving school	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Normal start and end of school day procedures to apply, unless there is an outbreak and therefore necessary to re-introduce control measures. This decision will not be taken lightly, and before staggered starts are introduced, parents/ carers will be asked to socially distance, not to gather, and to wear masks.</li> <li>Staff to wear face coverings when children arrive and leave school during outbreaks.</li> </ul>
Playtime & lunchtime	Employees, pupils	Potential spread of infectious disease	Normal playtime and lunchtime procedures, unless there is an outbreak and therefore necessary to re-introduce control measures (e.g. everyone eating lunch in their classroom). This decision will not be taken lightly.
Use of bathrooms	Employees, pupils, visitors, contractors	Potential spread of infectious disease	Children may use toilets as normal without restrictions, unless there is an outbreak and therefore necessary to re-introduce control measures (children from different classes not to enter the toilet at the same time). This decision will not be taken lightly.
Movement around building	Employees, pupils, visitors, contractors	Potential spread of infectious disease	No restrictions on movement around the building, unless there is an outbreak and therefore necessary to re-introduce control measures. This decision will not be taken lightly.
Parental communication	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Continue to encourage parents/carers to communicate by telephone, text and email where possible.</li> <li>Member of staff on front and back gate to take messages each morning.</li> <li>In the event of an outbreak, parents/ carers access to site will be restricted and</li> </ul>

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			parents will be asked to wear face masks.
Attendance	Employees, pupils, parents	Potential spread of infectious disease	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that children attend school. Pupils with Covid or symptoms to be coded as 'I' in the register.
Educational Visits (inc swimming)	Employees, pupils, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Educational visits to resume.</li> <li>Each visit to be risk assessed.</li> <li>In the event of an outbreak, school to follow Public Health advice; this may result in educational visits being cancelled or postponed.</li> </ul>
Residentials	Employees, pupils, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Residentials to resume.</li> <li>No international visits during the academic year of 2021-22.</li> <li>In the event of an outbreak, Public Health advice to be followed; this may mean residentials are cancelled or postponed.</li> </ul>
Transitional, taster and open days	Employees, pupils, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Risk assessed as due to take place.</li> <li>These may take place with some adaptations as deemed necessary.</li> <li>In the event of an outbreak, these will be cancelled or postponed and take place online.</li> </ul>
BAME staff & pupils	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>No additional risk assessment in place for BAME employees or pupils.</li> </ul>
ITT Students	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>School will continue to host ITT students.</li> <li>ITT students will receive full induction which will include COVID19 risk assessment.</li> </ul>
Volunteers	Employees, pupils, , parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Volunteers may be used to support the work of the school.</li> <li>Usual induction and arrangements apply.</li> <li>In the event of an outbreak, volunteers may no longer be permitted to enter the school.</li> </ul>
Face coverings	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>In the event of an outbreak, public health might advise that face coverings should temporarily be worn by staff.</li> </ul>
SEND (EHCP or SEN Support)	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>All children, including those with SEND will attend school as normal</li> <li>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</li> <li>Continued support will be offered in adapting to routines using social stories.</li> <li>School will ensure that appropriate support is made available for pupils with SEND who are learning remotely.</li> </ul>
Supply teachers, sports coaches and visitors, including	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Supply teachers, sports coaches and visitors, including inspectors will be permitted to visit school.</li> </ul>

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Inspection			
Individual and frequently used equipment	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Classroom-based resources e.g. learning resources, books and games to be used as normal to support learning.</li> <li>In the event of an outbreak, shared resources should be cleaned before and after use with anti-bac wipes/ hot soap and water e.g. i-pads, science equipment and children will wash their hands before and after using frequently used equipment.</li> </ul>
Entering building	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Usual arrangements apply</li> <li>Hand sanitiser to be available by inventory so hands can be cleaned prior to and after touching the screen.</li> <li>Inventory to be cleaned daily.</li> <li>This will be reviewed in the event of an outbreak.</li> </ul>
Pupils and families who are anxious about return to school	Pupils, parents	Well being and mental health	<ul style="list-style-type: none"> <li>Risk Assessment to be available to families on the website.</li> <li>School to discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks. Parents to be reminded that pupils of compulsory school age must be in school unless a statutory reason applies. School to follow advice for schools and local authorities to support them to <a href="#">improve school attendance</a> is available.</li> <li>It may be necessary for anxious pupils to receive therapeutic intervention.</li> </ul>
Staff who are pregnant	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>As a general principle, pregnant women are advised to follow the relevant guidance available <a href="https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19#clinically-vulnerable-people">https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19#clinically-vulnerable-people</a></li> </ul>
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Some people, with particular characteristics, may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk">https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk</a></li> <li>School leaders will as far as practically possible to be accommodating of additional measures where appropriate.</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>
Vulnerable children	Vulnerable pupils	Safety and wellbeing	<ul style="list-style-type: none"> <li>Where pupils who are isolating are within the definition of vulnerable, school will keep in contact with them.</li> <li>When a vulnerable pupil is required to isolate, school will: <ul style="list-style-type: none"> <li>notify their social worker (if they have one)</li> <li>agree with the social worker the best way to maintain contact and offer support</li> </ul> </li> <li>School will: <ul style="list-style-type: none"> <li>check if a vulnerable pupil is able to access remote education support</li> </ul> </li> </ul>

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• support them to access it (as far as possible)</li> <li>• regularly check if they are accessing remote education</li> </ul>
Recruitment	Employees, pupils	Inadequate staffing Staff appointed who are unsuitable	<ul style="list-style-type: none"> <li>• Recruitment will continue as usual. In the event a candidate has COVID19 during the interview process, alternative arrangements will be agreed.</li> </ul>
Staff taking leave	Employees, pupils	Education not delivered by class teacher	<ul style="list-style-type: none"> <li>• As would usually be the case, staff need to be available to work in school during term time and therefore the booking of any holidays should take into account any potential impact COVID19 may have.</li> </ul>
Employee isolation and reduced communication/ mental health & well being	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>• School will make sure that the 'Outbreak Continugency Plan' covers communication, mental health and wellbeing of employees.</li> <li>• Staff to be made aware of the support offered by the DFE <a href="#">extra mental health support for pupils and teachers</a> and <a href="#">Education Support Partnership</a> which is a free helpline for school staff and targeted support for mental health and wellbeing.</li> </ul>
Safeguarding	Pupils	Pupils not effectively safeguarded against abuse	<ul style="list-style-type: none"> <li>• Schools will continue to have regard to the statutory safeguarding guidance Keeping Children Safe in Education (September 2021).</li> <li>• Child Protection and Safeguarding Policy to continue to be revised annually and available to read on the school and trust website.</li> <li>• Remote Learning Policy and updated Acceptable Usable Policy identify and mitigate against risks whilst working online. All parents of children who access remote learning are required to give consent</li> </ul>
School kitchen	Pupils	Pupils do not have access to nutritious food	<ul style="list-style-type: none"> <li>• The kitchens will be fully open where Mellors staff are available, and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</li> </ul>
Homework	Pupils	Learning not consolidated/ extended	<ul style="list-style-type: none"> <li>• Homework will be set via Microsoft Teams.</li> </ul>
Written feedback	Pupils	Pupils rate of progress hindered and develop misconceptions	<ul style="list-style-type: none"> <li>• Staff to continue to wash hands before and after marking pupils' books.</li> </ul>
Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> <li>• Employees required to isolate will be required to work from home (unless unwell). SLT may determine work to be completed. This will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.;</li> <li>• To avoid static postures at the workstation, homeworkers can refresh their DSE knowledge if the feel this is necessary by contacting the Headteacher for information;</li> <li>• Employees take regular breaks e.g. if a 'good' homeworking set-up is achieved a 5</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>minute break taken every hour is adequate. If a good set-up cannot be achieved then more frequent breaks must be taken e.g. 5 minutes in every 25 minutes (or in every 15 minutes if the employee is experiencing any discomfort);</p> <ul style="list-style-type: none"> <li>• Employees will report any health issues they experience which they believe is related to their homeworking set-up to their line manager as soon as possible so that further action can be taken;</li> <li>• Employees are required to watch:</li> <li>• The HSE video on <u>temporary working at home – workstation setup</u>; and, if they continue to experience any issues:</li> <li>• The Posturite webinar – <u>Working from home – quick fixes</u>; <b>Note:</b> Any queries arising from watching this webinar must be addressed to the Headteacher</li> <li>• Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other family members;</li> <li>• Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home;</li> </ul>
Remote education (inc curriculum expectations)	Employees, pupils, parents	Quality of education	<ul style="list-style-type: none"> <li>• Not all people with COVID-19 have symptoms. Where appropriate, school will support those who need to isolate because they have tested positive to work or learn from home if they are well enough to do so.</li> <li>• Schools will continue to provide remote education to pupils where their attendance would be contrary to government guidance or legislation around COVID-19.</li> <li>• School will maintain our capacity to deliver high quality remote education during 2021-22, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</li> <li>• The remote education provided will be equivalent in length to the core teaching pupils would receive in school. We will work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</li> <li>• School will ensure that all pupils – particularly disadvantaged, SEND and vulnerable pupils – are given the support needed to make good progress when learning remotely.</li> </ul> <p>The key principles that underpin our curriculum planning are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Education is not optional.</b> All pupils receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life.</li> <li>• <b>The curriculum remains broad and ambitious.</b> All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• Informed by these principles, school will meet the following key curriculum expectations when delivering a remote education: <ul style="list-style-type: none"> <li>• <b>Teach an ambitious and broad curriculum in all subjects.</b> Where appropriate, teaching time should be prioritised to address the most significant gaps in pupils' knowledge. You should ensure that curriculum planning is informed both by an assessment of pupils' starting points and gaps in their knowledge, and an understanding of what is the most critical content for progression. To achieve this, you may need to make substantial modifications to your curriculum and should make effective use of regular formative assessment while avoiding the introduction of unnecessary tracking systems. You can use existing flexibilities to create time to cover the most important content in which pupils are not yet secure.</li> <li>• <b>School may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances.</b> Rather than removing subjects, school will prioritise the most important components for progression. This will ensure that pupils are not deprived of the knowledge and cultural capital pupils need to succeed in life. If some subjects are suspended for some pupils (where the subject is not one that is statutorily mandated) school will show that this is in the best interests of these pupils and will be subject to discussion with parents</li> </ul> </li> <li>• Remote Education Policy to be in place and published on website.</li> <li>• Where the school, a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, school will offer immediate remote education.</li> <li>• As a minimum KS1 will access at least 3 hours of remote education each day, KS2 will access at least 4 hours of remote education each day.</li> <li>• Our Remote Education will: <ul style="list-style-type: none"> <li>• teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject so that pupils can progress through the school's curriculum</li> <li>• use the digital platform MSTEams consistently across the school in order to allow interaction, assessment and feedback and make sure staff are trained and confident in its use.</li> <li>• overcome barriers to digital access for pupils by: <ul style="list-style-type: none"> <li>o distributing school-owned chrome books accompanied by a contract</li> <li>o providing printed resources, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work</li> </ul> </li> <li>• have systems for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where</li> </ul> </li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>engagement is a concern</p> <ul style="list-style-type: none"> <li>• identify a named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education</li> <li>• When teaching pupils remotely we will: <ul style="list-style-type: none"> <li>• set meaningful and ambitious work each day in an appropriate range of subjects</li> <li>• consider how to transfer into remote education what we already know about effective teaching in the live classroom by, for example: <ul style="list-style-type: none"> <li>o providing frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources</li> <li>o providing opportunities for interactivity, including questioning, eliciting and reflective discussion</li> <li>o providing scaffolded practice and opportunities to apply new knowledge</li> <li>o enabling pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate</li> <li>o using assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge</li> <li>o avoiding an over-reliance on long-term projects or internet research activities</li> </ul> </li> </ul> </li> <li>• We will consider these expectations in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support.</li> <li>• Younger children in Key Stage 1 or Reception often require high levels of parental involvement to support their engagement with remote education, which makes digital provision a particular challenge for this age group. Therefore solely digital means will not be used to teach these pupils remotely.</li> <li>• We also recognise that some pupils with SEND may not be able to access remote education without adult support and so we will work with families to deliver an ambitious curriculum appropriate for their level of need.</li> </ul> <p><b>EYFS</b></p> <p>School will focus more on the prime areas of learning in the EYFS, including communication and language, personal, social and emotional development, and physical development. Teachers will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. For Reception, all groups of children will be given equal opportunities for outdoor education.</p>



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			<b>KS1 &amp; 2</b> <ul style="list-style-type: none"> <li>For pupils in Key Stages 1 and 2, school will prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. School will ensure our curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, languages.</li> </ul>
Safe delivery of remote education	Employees, pupils	Safeguarding related	<ul style="list-style-type: none"> <li>Keeping children safe online is essential.</li> <li>The statutory guidance Keeping Children Safe in Education will be adhered to to protect pupils online.</li> <li>A live lesson Risk Assessment is in place and made available to parents/ carers</li> <li>Parents/ carers will give consent to their child's camera being on/off</li> <li>Parents and pupils will complete Acceptable User Policy</li> <li>Safeguarding Addendum to our Child Protection &amp; Safeguarding Policy to be drafted and reference safe delivery of remote education</li> <li>E-Safety lessons and reminders will be delivered during period of whole class Remote Education.</li> </ul>
Collective Worship	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Take place as normal.</li> <li>Classes which have an outbreak, may not be permitted to attend worship.</li> </ul>
Church services	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Take place as normal.</li> <li>In the event COVID19 cases are high, attendance may be restricted.</li> <li>Classes which have an outbreak, may not be permitted to attend worship.</li> </ul>
Family events e.g. Coffee Mornings, Enterprise Fair	Employees, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Individual events to be risk assessed</li> <li>Attendance to be limited e.g. one class and their family, in some cases it will not be appropriate to invite family members due to nature of event/ social mixing</li> <li>In the event of an outbreak, families will not be invited to events, or at the very least additional protective measures will be introduced.</li> </ul>
Mentoring conversations	Employees, pupils, visitors	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>To take place online</li> </ul>
Staff meetings & insets	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Face to face with staff spaced out.</li> <li>In the event of class outbreaks, those staff to attend online instead</li> </ul>
Music, including singing and playing wind and brass instruments	Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Music curriculum and teaching to take place as usual, with the exception of recorders.</li> <li>In the event of an outbreak this will be reviewed and protective measures may be</li> </ul>

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>re-instated.</li> <li>Singing to re-commence, classes with outbreaks will not join worship.</li> </ul>
Physical activity	Pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>PE curriculum to be fully reinstated.</li> <li>School will resume work with external coaches, clubs and organisations for curricular and extra-curricular activities</li> <li>In the event of an outbreak this will be reviewed and protective measures may be re-instated.</li> </ul>
Extra-curricular clubs/ activities	Pupils, club staff	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Extra-Curricular clubs/ activities to be reinstated.</li> <li>In the event of an outbreak this will be reviewed and protective measures may be re-instated (e.g. year groups separated, or some classes uninvited temporarily), or clubs may even be closed altogether.</li> </ul>
BASE – Breakfast & After School Extra-Curricular Provision	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Before and after school provision will resume as normal.</li> <li>In the event of an outbreak this will be reviewed and protective measures may be re-instated (e.g. identified year group to operate from different space, resources to be shared between year groups only), or the club may even be closed altogether. Advice to be taken from Public Health.</li> </ul>
Use of shared resources during extra-curricular activities	Pupils, staff, club leaders	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Resources can be shared.</li> <li>To be reviewed in the event of an outbreak.</li> </ul>
Offices, including Reprographics Room	Employees	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>All offices used and staffed as normal.</li> <li>In the event of an outbreak this will be reviewed and protective measures will be re-introduced (staff in space to be reduced). This decision will not be taken lightly.</li> </ul>
Pupils who require intimate or medical care	Employees, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Pupils who require such care will continue to receive it.</li> <li>Individual risk assessments will be in place.</li> <li>Routine use of usual PPE.</li> </ul>
Catch Up Funding	Pupils	Lost learning Gaps in learning Significant difference between attainment of pupils who have been in full time education and those who have not	<ul style="list-style-type: none"> <li>Catch-up funding will continue to be used to support pupils to make up education missed as a result of the pandemic. Further information is available on education recovery support. Support may be in the form of: <ul style="list-style-type: none"> <li>catch-up premium (catch up sessions delivered by school staff)</li> <li>teacher training opportunities</li> <li>curriculum resources</li> <li>specialist settings</li> <li>wider continuous professional development resources, including to support teacher wellbeing and subject-specific teaching</li> </ul> </li> <li>Long and medium-term plans have been adapted to promote catch-up and fill gaps.</li> <li>Catch-up premium is being used to support pupils (see catch-up premium plan)</li> </ul>

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
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Pupil Well Being	Employees, pupils	Pupil mental health and well being	<ul style="list-style-type: none"> <li>• See Remote Education Policy</li> <li>• Additional PSHE lessons as necessary</li> <li>• Wellbeing check ins carried out as necessary</li> <li>• Pedagogy used during Remote Education reviewed</li> <li>• Daily/ weekly timetables to be reviewed as necessary</li> <li>• Open dialogue with parents/ carers</li> <li>• It may be necessary for anxious pupils to receive therapeutic intervention</li> </ul>
Pupil Behaviour	Pupils	Behaviour and attitude to learning poor	<ul style="list-style-type: none"> <li>• Normal Relationships &amp; Behaviour Policy to apply.</li> <li>• Home School Agreement for 2021-22 to be shared with pupils, parents &amp; staff.</li> <li>• Normal behavioural expectations are discussed and communicated throughout the class charter.</li> <li>• Expectations, rewards and sanctions to be clearly communicated and understood by pupils and staff.</li> </ul>

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in St Ann's CE Primary School (Name of school)

Signed:

Name: Mrs Laura Rynn

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed