

**RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020**

Name of School		Date of assessment	Review date
RUSKIN COMMUNITY HIGH SCHOOL			
Name and Position of Assessor(s):		Assessor(s) Signature:	
Headteacher's Name:	DEAN POSTLETHWAITE	Headteacher's signature:	<i>D. Postlethwaite</i>
Chair of Governor's Name:	JOHN RHODES	Chair's signature	<i>J. Rhodes</i>

The risk areas below can be used as a guide, but schools may want to adapt this for their use.

#### RISK PRIORITY

**HIGH:** Accident likely - with possibility of causing serious injury or loss

**MEDIUM:** Possibility of accident - causing minor injury or loss

**LOW:** Accident unlikely - with control measures in place

#### 5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level
- 6.

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
<b>A. Responding to Someone with Symptoms</b>				
Student presents unwell in classroom with Covid-19 symptoms.	Staff and students	Teacher to call Code 1 and email Main Office for removal from lesson.	High	Code 1 to enlist First Aider to escort student to office. 2m maintained at all times. PPE worn by First Aider. Disposable mask issued to student. Contact parent/carer immediately to arrange collection.
Isolate student who is unwell.	First Aider	Hairdressing salon to be used as medical room. Use external door for entry and collection point – away from main school entrance.	High	First Aider to be >2m from student. PPE must be worn by First Aider. Room equipped with protective screen. Windows and external door to be kept open.
Isolate student who is unwell.	First Aider	Toilet facilities in Caretaker house to be used if required.	High	Cleaning of toilet immediately after use. Student to be taken via external gate to Caretakers house and back to medical room.
Staff member presents unwell with Covid-19 symptoms.	Staff and students	Staff member to leave site immediately if fit to drive home.	High	If unable to drive, follow procedure for student and use medical room to await collection.
Cleaning of medical area/ areas used by unwell person.	Staff and students	Thorough handwashing following any contact with someone who is unwell.	High	Cleaning of medical room / classroom areas where student/staff have been working according to Covid-19: cleaning of non-healthcare settings. Remove classes for cleaning of classroom if necessary.
Stay at home guidance.	Student and family	Check understanding of isolation procedures for student/siblings and family. Letter outlining this from Headteacher to parents.	High	Issue 'stay at home: guidance for households with possible or confirmed coronavirus infection.' Confirm isolation regulations for any siblings. Issue testing kits for families where it will increase the likelihood of them being tested.
PPE Disposal.	All	All paper towels, gloves, aprons etc. will be double bagged and stored for at least 72 hours before being disposed of.	High	Ensure correct disposal procedure for all of the PPE used on site and for cleaning.

OFFICIAL

## B. Hygiene and Handwashing

Sufficient hand washing or hand sanitiser 'stations' available.	All	The school has limited hand washing or hand sanitiser 'stations' available so that all students and staff can clean their hands regularly.	Low	School ordered and awaiting a supply of hand sanitiser wall units for each classroom to hold a 500ml bottle of hand sanitiser. School is also looking at external hand wash units to be placed outside so student can wash their hands on entry to the building.
Enough tissues and bins available.	All	The school has limited lidded bins available and a large supply of tissues in the school to support students and staff to follow the enhance hygiene routine.	Low	Lidded bins have been ordered but are awaiting delivery.
Adults and children are aware of the required hygiene and handwashing regime.	All	All adults and children are aware of the required hygiene and handwashing regime, which posters in toilets and around the school to remind everyone of the current procedures	Low	Ensure posters are maintained in key areas
Sanitiser is stored safely.	All	Sanitiser is stored safely. Staff are aware of the need to supervise the use of hand sanitiser, where needed, with complex needs students.	Low	Hand sanitiser is stored safely by the site team.
Skin friendly skin cleaning wipes.	All	Limited stock of Skin friendly skin cleaning wipes are available as an alternative for children who need them.	Medium	The school is sourcing cleaning wipes but there is a shortage. Site staff looking at items available in local shops.
School's timetable incorporates more time for more frequent handwashing.	All	The school's timetable already incorporates time for frequent handwashing throughout the day.	Medium	The school's timetable incorporates more time for more frequent handwashing as this is built into the timetable for the students to wash their hands at regular times throughout the day.
Accessibility of handwashing facilities.	All	The school has considered the accessibility of handwash basins, including in or adjacent to classrooms, so may be able to use these to maximise hand washing, in particular for specialist settings. <ul style="list-style-type: none"> <li>Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> </ul>	Medium	Additional hand washing facilities in a number of classrooms on top floor but not in any other classrooms. External facilities being reviewed and sourced to provide additional facilities.

## C. Cleaning

Enhanced cleaning schedule in line with government guidance.	Site	The school has put in place an enhanced cleaning schedule in line with government guidance.	Low	The school has a new rota for cleaning and mid-day staff to ensure the school is cleaned throughout the day and after school
Enhanced cleaning schedule has been agreed with the cleaning staff.	Site	The enhanced cleaning schedule has been agreed with the cleaning staff and increased working hours/changes in work patterns agreed.	Low	All staff have been spoken to about the increased hours for cleaning and the new expectations
Cleaning schedule includes more frequent cleaning of rooms / shared areas that are used by different groups.	Site	The schools cleaning schedule includes more frequent cleaning of rooms / shared areas that are used by different groups	Low	The school timetable room changes will drive the room requirements. This also includes communal staffing areas and high touch point areas for increased cleaning
Frequently touched surfaces.	Site	The school's cleaning schedule includes frequently touched surfaces being cleaned more often than normal	Medium	New cleaning regime includes high touchpoint areas being cleaned throughout the day
Classroom-based resources cleaned after use.	Site	The school's cleaning schedule includes classroom-based resources, such as books and games, which are shared within the bubble are cleaned regularly	Low	Any resources are to be cleaned by the staff member using them at the end of the lesson or they are to be advised to the cleaning staff so that they can be cleaned at the end of each bubble
Recourses cleaning.	Site	The school's cleaning schedule includes resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Low	School will be using reduced resources and any that are will be cleaned thoroughly after use
Frequently used equipment.	All	For individual and very frequently used equipment, such as pencils and pens, staff and students have their own items that are not shared.	Low	All students and staff to have their own supply and not to share

Essential items only to be brought onto site.	All	Students have been advised to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Low	Only essential items are to be brought onto site and no sharing of items.
Sharing of student resources.	All	Where students and teachers take books and other shared resources home, similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	Low	All books to be sanitised or left for 48 hours.
Bin collections.	Site	The school has arrangements to dispose of waste in line with government guidance, in particular in relation to a possible case.	Medium	Ash Waste collect the schools waste. Seeking advice from Ash as to whether they can change the collection day to Monday so that all the weekly cleaning will be left for the allocated time before collection. If they can't change the collection day, one bin will be designated as the quarantine bin and this will change weekly.

## D. Social Distancing

To reduce transmission, consistent groups of student 'bubbles' will be taught in discrete areas of the school. 'Bubbles' will be maintained in the Support Centre.	All (students & staff)	Social distancing procedures throughout the last 3 months.	High	School timetable adapted to reduce movement.
'Bubbles' of full year groups to be created limiting room sharing and social spaces used at different times.	All	Social distancing in classrooms currently.	High	School timetable and rooming adapted to reduce interaction/movement around school.
Specialist teaching for Year 11 students to take place where specialist rooms are required.	All	Timetabled rooms.	Med/High	Rooms to be used by Year 11 cleaned on desktops where students from another year have been in the room in the period before.
Transport/bus service into school – mixing of year groups may take place.	All bus users but low usage < 25 per day use the bus service.	Driver ensures safety.	High	Bus company to provide hand sanitiser/grouping on the bus. School to liaise with bus management.
Adaptions to classroom spaces where required to support (2m) from teacher where possible.	All	Social distancing currently based on (2m) space between all students/staff.	High	Furniture moved if required to create more space. Timetable roomed accordingly depending on class size within 'bubble' rooms.
Staff movement between classes and year groups where they have to move rooms.	All	Room markings on floor in commercial areas. Posters on walls to remind.	High	Staggered if possible. Timetable all classes to reduce movement significantly.

Staff in classrooms – made aware of (2m) distancing from student desks.	All	2m areas around staff desks in classrooms.	High	Area marked out around staff desks.
Shielding staff/staff with underlying medical conditions.	Staff that were shielding/shielding others and those with underlying medical issues.	Risk assessments in place in line with 'whole school' risk assessment.	Staff concerned have now returned to work. Risk assessments shared with staff.	Lower risk activities assigned to returning staff but return to normal duties in September with full classes.
Staff wellbeing.	All	A number of activities and a focus week on 'wellbeing' put in place. Weekly Headteacher meetings offered to staff.	High	School Counsellor service offered to all staff on return.
School timetable planning and rooming.	All	Timetable in place.	High	The school timetable has been amended to reflect DfE guidance and reduces movement/interaction and social time engagement between year 'bubbles'.
Staggering of the beginning and end of the school day required as well as break and lunch times.	All	Students currently have break and lunch in different areas of the school 'outside' spaces defined.	High	New times implemented and built into the timetable to ensure separation as much as possible among year groups. Toilet use should be staggered as the times allow this.
Staff Room capacity.	All staff	Current Staff Room set up at 2m distancing.	Medium	Set up a second Staff Room / work areas so that an increase in capacity can be organised.
SEND/EHCP students returning to school.	SEND/EHCP students	Increased calls home. Attendance at school encouraged full-time or part-time schedule agreed with parents.	High	Individual plans set up to cater for needs and to ease transition back into school life.
Increased hygiene protocol for all students.	All students	Sanitiser units. Time for hand washing.	High	Increased sanitiser units outside all classrooms. Time for handwashing built into the school day.
Supply staff/peripatetic staff arrangements.	All	Sign in with the Cover Manager/Officer.	High	Checklist for those staff on arrival when they sign in to be arrange by the Cover Manager.
Review/update of school Behaviour Policy.	All	Covid-19 related behaviour relayed to staff.	High	Amended section on Covid-19 related behaviours in school policy. Behaviour Support Centre to be organised to account for 'bubbles' for ? year groups – rooms allocated x4 areas.



Use of musical instruments/singing.	Music students/ teachers	No current measures.		SLT/Music teachers planning for safe delivery. <ul style="list-style-type: none"> <li>- one-line lessons</li> <li>- separate practice rooms</li> <li>- alternatives being considered</li> <li>- Year 11 will use the Music rooms</li> </ul>
Educational visits.	All	No planned trips/visits currently.		Use of Evolve and the team if anything arises. Currently no visits organised.
Breakfast provision.	Students having breakfast on site	Use of Dining Room but closed for the last few months.		School involved into the National Breakfast programme following an application/meetings with the national organisation. Details tbc.
External visitors/ contractors on the school site.	All but particularly staff meeting the external visitor/s	<ul style="list-style-type: none"> <li>- Signing in at Main Reception.</li> <li>- Met at school entrance.</li> <li>- Contractors met by Site team.</li> </ul>	High	<ul style="list-style-type: none"> <li>- Protocol in place and site team adhere to this in terms of distancing.</li> <li>- Catering team also when food suppliers are on the site delivering supplies.</li> </ul>
Communication with parents around staggered start/end times.	All students	Parents all well aware of current process/procedures.	High	<ul style="list-style-type: none"> <li>- Letters sent communicating return.</li> <li>- All parents need to know DfE document already sent out.</li> <li>- Final details to be sent out following Governor discussions and plan being approved for return.</li> </ul>

## E. Personal Protective Equipment (PPE)

PPE only used as per government guidelines.	All	The school's policy ensures that PPE is only used in line with government guidance.	Low	All school policies have been updated to reflect the use of PPE in certain situations.
Sufficient PPE supplies.	Site	Arrangements are in place to ensure that the school has sufficient supplies of PPE.	Medium	Cheshire East have provided a suppliers list for PPE to be used to source replacement PPE. Some PPE is difficult to source currently
Monitoring of supplies.	Site	Arrangements are in place to monitor supplies of PPE.	Low	Ensure we have a re-ordering system in place to always ensure a stock of PPE in the school. Items that are likely to be out of stock we need to ensure we have a good stock in the school if this was to happen
Ordering of PPE.	Site	Arrangements are in place to order further supplies of PPE, when needed.	Medium	Site to re-order PPE when minimum level is reached
Staff training of PPE.	All	Staff have been trained on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with the DfE guidance.	High	Ensure full training is given to First Aid Staff on site during inset day. Guide on how to safely put on and remove PPE to be distributed around staff. School also trying to source a training course on this so that staff can be essentially signed off for using it. <u>Quick guide for putting PPE on and off</u>
Stored Safely.	Site	PPE will be stored safely when not in use.	Low	All PPE to be stored safely but also accessible.
School Policies	All	The school's policies have been updated to reflect the use of PPE.	Low	All school policies have been updated to reflect the use of PPE in certain situations.

## F. Managing Symptoms, Testing and Responding to a Local Outbreak

Staff, parents and carers aware of the NHS Track and Trace process.	Staff, parents, carers, students, visitors	Register of students, staff and visitors in school.	High	Information on the NHS Track and Trace process shared through correspondence with parents/carers and staff. Information on the school website, Facebook page and Class Charts for parents and carers. Guidance: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</a>
Staff members and parents/carers displaying symptoms.	Staff, parents, carers, students, visitors	Told to have a Covid-19 test and not to attend school until a negative result or after self-isolating after a positive test.	High	Inform to book a test and guidance on how to do this on the school website, Facebook page and Class Charts. Links to the website on the school website, including information on the symptoms of Covid-19. When available, distribute home tests to those who may not get a test themselves. <b>Told not to attend school until a negative result or after self-isolating after a positive test.</b>
Contact details required for all those in contact with each other at school. This includes staff, visitors, students and parents/carers.	Staff, parents, carers, students, visitors	Record kept for each group, including the teacher/s with each group. Registers kept of meetings with people from external agencies (e.g. school counsellor). Health questionnaire completed by students on arrival in school.	High	Ensure that all contact details for parents/carers, staff and visitors are up to date in September 2020. New timetable arrangements for September 2020 to reduce the risk of contact with students for staff. Year 7 and 8 running a primary model, where students stay in one place staff move. All visitors are booked in and will need to complete the health questionnaire on arrival. They must give a phone number and information on who they are visiting when they arrive for Test and Trace purposes. Room used for visit logged.
Organising the Home Testing Kit distribution.	Parents/carers, staff, students	None at present – home testing kits are not in school.	Medium	Given out on a needs assessed basis. Those who are thought to probably not take the test voluntary or organise one online (they may not have access to the internet or there may be a language barrier) will be allocated a home testing kit from school. Information

				<p>on how to get a test shared with parents to limit the need to distribute the schools supply:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a></p>
<p>Those that have attended school have had a positive Covid-19 test.</p>	<p>Parents/carers, staff, students, visitors</p>	<p>All those in school on the day the student/child attended would be informed. Cleaning of rooms and areas that the student had been in.</p>	<p>High</p>	<p>Contact local HPT immediately:  Cheshire and Merseyside HPT  Public Health England North West  Suite 3B  3rd Floor  Cunard Building  Water Street  Liverpool  L3 1DS Email <a href="mailto:Candmhpu@phe.gov.uk">Candmhpu@phe.gov.uk</a>;  <a href="mailto:PHE.candmhpu@nhs.net">PHE.candmhpu@nhs.net</a></p> <p><b>Telephone 0344 225 0562 (option 1)</b></p> <p>Out of hours advice 0151 434 4819</p> <p>Swift action to take place. Anyone in contact with that person to be informed immediately and informed to self-isolate for 14 days. Anyone in school must go home (staff) or be collected (students) immediately. Students to wait in 'pod' for collection.</p> <p>Inform all of the NHS guidance on having a positive Covid-19 test result:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youre-contacted-after-testing-positive-for-coronavirus/</a></p> <p>Anyone who has tested positive must continue to self-isolate for at least 7 days from when they first became ill. They may return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. They <b>MUST NOT</b> return to school if they have a temperature. They can return once the temperature has returned to normal. <b>CENTRALISED</b></p>

				<p><b>RECORD OF THIS TO BE KEPT IN THE MAIN OFFICE/WITH ATTENDANCE TEAM FOR STUDENTS. CENTRALISED RECORD OF THIS TO BE KEPT BY ATHENE ATKINSON FOR STAFF. REVIEWED DAILY.</b></p>
<p>Sending home those people who have been in close contact.</p> <p><b>CLOSE CONTACT MEANS:</b></p> <ul style="list-style-type: none"> <li>• Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).</li> <li>• Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> <li>• Travelling in a small vehicle, like a car, with an infected person.</li> </ul>	<p>Parents/carer, staff, students, visitors</p>	<p>Anyone in contact advised to go home/stay home.</p>	<p>High</p>	<p>Contact the Health Protection Team immediately as they will give information as to who needs to stay at home.</p> <p>Cheshire and Merseyside HPT Public Health England North West Suite 3B 3rd Floor Cunard Building Water Street Liverpool L3 1DS Email <a href="mailto:Candmhpu@phe.gov.uk">Candmhpu@phe.gov.uk</a>; <a href="mailto:PHE.candmhpu@nhs.net">PHE.candmhpu@nhs.net</a></p> <p><b>Telephone 0344 225 0562 (option 1)</b></p> <p>Out of hours advice 0151 434 4819</p> <p>If informed during the school day, parents must be contacted and students must be collected from school immediately. If out of school hours, Group Call to be sent to the parents/carers of those students effected and asked to stay at home for 14 days. Date of start of absence and when child to return to be recorded. <b>CENTRALISED RECORD OF THIS TO BE KEPT IN THE MAIN OFFICE/WITH ATTENDANCE TEAM. REVIEWED DAILY.</b></p> <p>Staff – if informed during the school day, classes to be covered and member of staff to go home immediately and self-isolate for 14 days. If out of school hours, staff contacted by phone and asked to stay at home for 14 days. Date of first day of absence and when staff can return to be recorded. <b>CENTRALISED RECORD OF THIS TO BE KEPT BY ATHENE ATKINSON.</b></p>

				<p>NHS guidance shared with those that have been in contact:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</a></p>
<p>Outbreak of Covid-19 in school.</p>	<p>All staff, students, parents, carers, visitors</p>	<p>At present, due to the small numbers attending, a school closure would take place. (July 2020)</p>	<p>High</p>	<p>From September 2020: Year groups in 'pods' to minimise the risk of whole school/cross year group outbreak.</p> <p>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, local health protection team will be contacted immediately and asked for advice on how to proceed. Use of registers and staff contact used in this situation.</p> <p>Cheshire and Merseyside HPT</p> <p>Public Health England North West  Suite 3B  3rd Floor  Cunard Building  Water Street  Liverpool  L3 1DS</p> <p><a href="mailto:EmailCandmhpu@phe.gov.uk">EmailCandmhpu@phe.gov.uk</a>;  <a href="mailto:PHE.candmhpu@nhs.net">PHE.candmhpu@nhs.net</a></p> <p><b>Telephone 0344 225 0562 (option 1)</b></p> <p>Out of hours advice 0151 434 4819</p> <p>Year group 'pods' may have to self-isolate. If so, parents contacted and advice given immediately, after guidance from local public health. Any staff/visitors contacted immediately.</p>

				Records kept of those students sent home and dates for self-isolating/return. <b>CENTRALISED RECORD OF THIS TO BE KEPT IN THE MAIN OFFICE/WITH ATTENDANCE TEAM. REVIEWED DAILY.</b>
Contact with local health protection team.	Staff Shared with parents/carers, visitors	Contact information to be shared with staff.	Low	<p>Designated staff to contact HPT as and when required.</p> <p>Contact Details:  Cheshire and Merseyside HPT  Public Health England North West  Suite 3B  3rd Floor  Cunard Building  Water Street  Liverpool  L3 1DS</p> <p>Email <a href="mailto:Candmhpu@phe.gov.uk">Candmhpu@phe.gov.uk</a>;  <a href="mailto:PHE.candmhpu@nhs.net">PHE.candmhpu@nhs.net</a></p> <p><b>Telephone 0344 225 0562 (option 1)</b></p> <p>Out of hours advice 0151 434 4819</p>
Post-testing support in place.	Staff, parents/carers, students, visitors	Check on wellbeing and support as required.	Low	<p>Positive test result: Continue to check on health and wellbeing. Link to NHS website and other support networks if required. Back to work interview for staff on return to check if fit to work.</p> <p>Negative test result: Continue to check on health and wellbeing. Welcome back to work/school when fit and free from illness (not Covid-19 related.)</p>

## G. Risk Assessment

DfE Guidance circulated to all families: 'What parents need to know for a full return to school'.	Students/parents	Sharing of guidance.	High	<ul style="list-style-type: none"> <li>- Parents can read, digest and feedback on school processes in line with DfE guidance.</li> <li>- Feedback sought and any concerns can email/call in the letter.</li> </ul>
Risk Assessment to be published and place on school website.	All	Letters etc also sent to parents/students/staff.	High	<ul style="list-style-type: none"> <li>- Any personal information to be removed.</li> <li>- School Business Manager to oversee this.</li> </ul>
Monitoring and review of implementation of plans.	All	Covid-19 Action Group to meet.		<ul style="list-style-type: none"> <li>- ContinueCovid-19 Action Group meetings and meet weekly on return.</li> <li>- Seek staff feedback to improve plans where feasible/possible.</li> </ul>
Risk Assessment shared with the Governing Body.	All	Current Risk Assessment has been shared.	High	<ul style="list-style-type: none"> <li>- Chair of Governors to sign off with the Headteacher.</li> </ul>
Previous Covid-19 Risk Assessment.	All	<ul style="list-style-type: none"> <li>- Risk Assessment already in place.</li> <li>- This was circulated to staff, Governors and Local Authority.</li> </ul>	High	<ul style="list-style-type: none"> <li>- Additional Risk Assessment to be written to account for the changes linked to full reopening.</li> <li>- Previous Risk Assessment to be used and amended where appropriate.</li> </ul>
New DfE guidance around reopening the school to all students.	All	Existing Risk Assessment in place.	High	<ul style="list-style-type: none"> <li>- New Risk Assessment to be written to address the guidance and addressing the 9 control measures set out.</li> </ul>
Staff involvement assessing risks in the workplace.	All	<ul style="list-style-type: none"> <li>- Covid-19 Health &amp; Safety Working Party in place and has met regularly over the past few months.</li> <li>- Previous Risk Assessment shared with all staff.</li> </ul>	High	<ul style="list-style-type: none"> <li>- Risk Assessment to be shared with the Action Group and then all staff.</li> <li>- Collaborative approach to assess risks across SLT.</li> </ul>
First draft of new plan Risk Assessment to be shared with staff.	All	Current Risk Assessment shared.	High	<ul style="list-style-type: none"> <li>-Shared Risk Assessment and any feedback sought from staff/Headteacher.</li> </ul>



**FOLLOW UP ACTIONS (IF REQUIRED)**

<b>No.</b>	<b>Potential Hazard</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Date Action Completed</b>