

**Staffordshire County Council**  
**General Risk Assessment Record Form**

**COVID-19 RA001**

1. **Section/Service/Team**...St Modwen's Catholic Primary School.... 2. **Assessor(s)**...AD, CS, DQ, LC, VK, AP, LR,NH

**3. Description of Task/Activity/Area/Premises etc. Delivering Education during the COVID-19 Pandemic from 1 June 2020**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> See Section 5
<p>1. Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone feeling unwell or someone in their household is unwell informed not to attend school.</li> <li>• Test and Trace service launched.</li> <li>• Local Outbreak Control Plans – follow-flowchart guidance</li> <li>• Social distancing maintained wherever possible between all adults on site and between pupil groups.</li> <li>• Frequent handwashing promoted.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• Frequent cleaning of surfaces that pupils touch.</li> <li>• Outdoor play areas - Outdoor play equipment cleaned and sanitised (break and lunchtimes). Outdoor play equipment not to be used by children at end of day on collection</li> <li>• Outdoor bins emptied daily and sanitised</li> <li>• Outdoor sanitising stations installed in</li> </ul>	<p>Low</p>	<p>1.1A Individual risk assessments carried out for staff at higher risk. Clinically Vulnerable staff will be expected to shield in accordance to latest Government guidance</p>	<p>1.1A Completed – Summer term 2020- reference Staff RA File Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021 2.3.2021</p>	<p>1.1AL</p>
				<p>1.1B Review team stress risk assessment.</p>	<p>1.1B Reviewed with staff inset day 2.9.2020 Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021 2.3.2021</p>	<p>1.1B L</p>
				<p>1.2 Review COSHH assessment for hand sanitiser and cleaning materials</p>	<p>1.1 COSHH Review completed Summer term 2020 Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021 2.3.2021</p>	<p>1.2 L</p>

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		<p>each Year Group Bubble Zone</p> <ul style="list-style-type: none"> <li>• Disposable tissues available in classrooms.</li> <li>• Bins for tissues emptied during the day.</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> <li>• Enhanced control measures for staff to wear PPE/Face coverings in school. Reference Staff Briefing 2.11.2020.</li> </ul>		<p>1.3A Review cleaning schedules – Minster Cleaning (2.9.2020, 19.11.2020)</p> <p>1.3B – Cleaning Schedules introduced Autumn Term 1 – tracking cleaning during day by staff in school (2.9.2020)</p>	<p>1.3A Reviewed with Minster Monthly (min) or as required</p> <p>1.3B – Introduced in school 2.9.2020 Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021 2.3.2021</p>	1.3 L
				<p>1.4A Wellbeing support in place for pupils and considered in individual risk assessments.</p> <p>1.4B Well-being individual risk assessments in place for children identified. School range of well-being support services</p>	<p>1.4 Wellbeing activities included in return to school planning.</p> <p>Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021, 2.3.2021</p>	1.4M
				<p>1.5 Signage used to promote hygiene and social distancing, wearing of face coverings (for adults, children/young people aged over 11 years) when entering school premises</p>	<p>1.5 Put in all toilets on outbreak of Covid-19 – re-checked for Autumn Term 16.7.2020, 9.9.2020, 2.11.2020, 4.1.2021, 25.1.2021, 2.3.2021</p>	1.5L

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				1.6 Review stocks of soap, hand sanitiser, tissues.	1.6 Daily AM and PM replacement. Stock levels maintained Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021 2.3.2021	1.7 L
				1.7 Review bins, replaced with foot operated.	1.7 Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021 2.3.2021	1.7L
				1.8A School Track and trace of pupils/staff displaying symptoms tracker set up (Summer Term 2020)  1.8B School staff familiar with latest guidance on track and track pupils  1.8C. Home Lateral Flow testing introduced in school w/c 1.2.2021 for all staff, volunteers and partner service providers working on school site	1.8 Summer Term 2020 – Reviewed 7.9.2020, 19.10.2020 following release of latest guidance Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021 2.3.2021  1.8 Home Lateral Flow testing programme launched with staff 29.1.2021, 2.3.2021	1.8L

			<p>1.8D School home remote learning programme and home learning ICT Loan scheme suspended as all pupils expected to return to school 8.3.2021. School will implement Home remote learning and Home learning ICT Loan scheme in situations where class/year groups are locked-down due to a covid-19 outbreak in school</p>		
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<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>Site related transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>One-way circulation routes in buildings and communicated appropriately to staff and pupil.</li> <li>Timetable and use of classrooms reviewed to reduce movement around the building.</li> <li>Accessing rooms from outside.</li> <li>Organising classrooms and other rooms used for learning to maintain space between seats and desks.</li> <li>Unnecessary items and those items hard to clean removed from classrooms and learning environments.</li> <li>Thorough cleaning of rooms at end of the day.</li> <li>Ventilation in the building maximised by opening windows, doors or using ventilation units. Reference Staff Briefing 5.11.2020</li> <li>Transport arrangements and plans revised.</li> <li>Visitors on site limited and access to building controlled – Any visitors on-site subject to school Track and Trace measures, must wear PPE provided by school on entry, site visits only allowed for essential visits i.e. school service/maintenance/supporting children/assessments etc.</li> <li>School Volunteers to adhere to same control measures as school staff.</li> </ul>	High	<p>1.9 Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.</p>	<p>1.9. Actioned Latest Review 2.9.2020 – shared with staff – Inset Day H &amp; S Workshop 2.9.2020, w/c 14.9.2020 and 30.10.2020 Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021 2.3.2021</p>	1.9L
				<p>2.0 Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.</p>	<p>2.0 Reference 1.9, Fire marshall/class teachers to monitor Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021,2.3.2021</p>	2.0L
				<p>2.1A Ensure increased ventilation measures do not compromise pupil or staff safety</p> <p>2.1B Fire Evacuation procedures include removing door stops and removal of door stop check Fire Marshalls</p>	<p>2.1B 3.9.2020 reference Fire Evacuation Plan/Procedures Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021, 2.3.2021</p>	2.1L

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				2.2A Discuss transport arrangements with providers, LA and parents 2.2B New drop-off collection procedures put in place w/c 9.9.2020 2.2C Reinforced no car-sharing of staff unless in same 'Staffing Bubble' in school	2.2 Parent Briefings – access to school site. School review access to site 4.9.2020, new control measures implemented and shared with parents/carers 5.9.2020 Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021, 2.3.2021	2.2L
				2.3 Review access points for visitors	2.3 Covid-19 RA Parent Briefings  access to school Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021, 2.3.2021	2.3L

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				<p>2.4A Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time.</p> <p>2.4B All contractors/site visitors to wear PPE when visiting school.</p> <p>2.4C – No school visitors allowed unless prior arrangements made and Covid-19 RA control measures are adhered to and in place</p>	<p>2.4 Reference Covid-19 RA site contractors. Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021, 2.3.2021</p>	2.4L

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<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>		High	<p>2.5A Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact.</p> <p>2.5B Introduce mandatory wearing of face coverings on-site for all school visitors/parents – letter sent to all parents 4.1.2021</p> <p>2C – temperature checks for all children on entry to school. Any child with temperature over 38 degrees not allowed in school. School advises parents to take their child for a covid-19 test immediately – school to record on Track and Trace.</p> <p>2D – all staff to check temperatures on entry to school. Any member of staff above 38 degrees not allowed on site and advised to take a covid-19 test immediately – school to record on Track and Trace.</p>	<p>2.5A-D Reference COVID-19 RA and Parent Briefings Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021, 2.3.2021</p>	2.5L



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<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> <li>Classes Bubbles, Year Group Bubbles, Breakfast Club Bubbles and After School Club Bubbles operate in school – Track and Trace systems in place to track pupil/staff/volunteer contacts throughout day.</li> <li>Groups use the same classroom or area throughout the day.</li> <li>Outside space used for education where possible.</li> <li>Sharing of stationary and other equipment prevented.</li> <li>Practical lessons – equipment cleaned after use and environment cleaned between groups.</li> <li>Where possible actions taken for behaviour management will not involve touching a pupil.</li> </ul>	High	<p>2.6A Review behaviour management plans and procedures.</p> <p>2.6B New Behaviour Policy adopted by school A1 term 2020</p> <p>2.6C School staff Bubbles have been reviewed 2.3.2021 – staff have been informed of their new Bubble Groups for 8.3.2021. B</p> <p>2.6D School Wraparound Services review commenced 1.3.2021 – No Afterschool Club or Breakfast club open at this moment in time – Governors to review once consultation survey and analysis of findings presented by school</p> <p>2.7 Special schools: Individual risk assessment used to make decision on when pupils can safely</p>	<p>2.6 Developed May 2020</p> <p>Reviewed weekly – effectiveness of control measures Autumn Term review return to school 14.7.2020</p> <p>Behaviour Policy Review SMT 4.9.2020</p> <p>Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021, 2.3.2021</p> <p>2.7 Individual RA's for all SEND pupils – in place and reviewed for return</p>	2.6M
						2.7L

			<p>return. Reviewed ½ termly as minimum.</p> <p>PEEPs in place and reviewed ½ termly as minimum.</p>	<p>to school Sept 2020.</p> <p>PEEPs also reviewed and updated for Sept 2020.</p> <p>Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021, 2.3.2021</p>
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				<p>2.8F Increased restricted access to certain school areas throughout day to reduce the number of contacts</p> <p>2.8G Breaksales re-introduced for KS2 children from 8.3.2021. Parents to order via ParentMail and Catering staff to deliver to classrooms at breaktimes.</p> <p>2.8H New staggered Break times and lunchtimes for pupils as from 8.3.2021. Each year group has own designated play areas and own resources.</p>		
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				2.9G Only 1 person/child allowed in toilets at any one time 2.9H Provide facilities to dry hands eg disposable paper towels and/or hand driers 2.9I – Sanitising stations outside all classrooms and key areas in/outside school		2.9L
				3.0 Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19	3.0 School RA's shared with Cleaning contract as updated Reviewed in place SMT 2.11.2020, 25.1.2021, 2.3.2021	3.0L

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	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>• Wash/sanitise hands before and after treating a casualty.</li> <li>• Wear PPE provided (such as disposable gloves, disposable apron). When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where there is a risk of fluids entering the eyes due to repeated coughing, spitting or vomiting.</li> <li>• When performing CPR phone an</li> </ul>	High	<p>3.2A Review Assessment of First Aid Needs. 3.2B Classteachers and TA’s to ensure First Aid medical boxes are re-stocked and audited termly</p>	<p>3.2A-B Review of staff First Aiders May 2020 First Aid Boxes stocked May 2020 and August 2020 (inset Day 2.9.2020) Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021, 2.3.2021</p>	3.2L

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		<p>ambulance and use compression only CPR until the ambulance arrives.</p> <p>If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available.</p>		3.3 First aiders instructed on the safe “donning and doffing” of PPE	See 3.1 Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021, 2.3.2021	3.3L
				3.4 Maintain stocks of PPE. Where this is not available contact LA.	3.4 See PPE Stock control sheet Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021, 2.3.2021	3.4L
				3.5 List of LA PPE suppliers communicated to schools.  PPE Exchange can be used to help with finding a supplier. <a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a>	3.5 School Aware of list of suppliers on SLN  Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021, 2.3.2021	3.5L
<p><b>Resuscitation Council UK Statement:</b> It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>						

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	Staff Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.	<ul style="list-style-type: none"> <li>• Increase ventilation in the room if possible.</li> <li>• PPE provided for supervising adult: <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask if a 2-metre distance cannot be maintained.</li> </ul> </li> <li>• Where contact with the pupil is needed: Fluid resistant surgical mask, disposable gloves and disposable apron to be worn by member of staff.</li> </ul>	High	<p>3.6 Windows open throughout school all day. Break times/Lunchtimes – all external doors and internal doors are open to create a waft of air/increase circulation of air throughout building. School to maintain minimum working temperature 18 degrees. Children/staff advised to wear warm clothing.</p> <p>3.7 Supervising adult instructed on the safe “donning and doffing” of PPE.</p> <p>3.8 First aiders to supervise to reduce numbers of staff who need access to PPE.</p>	<p>See 3.1 Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021, 2.3.2021</p> <p>3.7 COVID-19 RA May 2020. Parents/Carers Guidance Return to school Guidance</p> <p>Reviewed in place SMT 2.11.2020, 4.1.2021, 25.1.2021, 2.3.2021</p>	<p>3.1L</p> <p>3.7L</p>



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	Staff and pupil. Transmission may occur when staff administer medicines or supervise pupils who self-administer.	<ul style="list-style-type: none"> <li>Supervising staff to maintain 2m social distance.</li> </ul>	High	<p>3.9A Review medication plans to assess PPE requirements (if any) for staff administering medication.</p> <p>3.9B Class Medical Boxes stored in Medical Room with exception of children suffering from epilepsy</p> <p>3.9C Medical Forms for all children on Medical Register re-sent out/collated Autumn Term – class teachers advised</p> <p>3.9D School Asthma and Epilepsy Emergency kits and consent forms updated A1 term 2020</p>	<p>3.8 -3.9 Medication Plans reviewed June 2020 and October 2020– Reviewed in place SMT 2.11.2020, 4.1.2021 , 25.1.2021, 2.3.2021</p> <p>3.10 – SMT Actioned 21.1.2021 – removed 2.3.2021 – relates to restricted access to keyworker/SEND/Vulnerable pupils Lockdown 3</p>	3.8M

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<p><b>2. Exposure to COVID-19 – Celebration of Mass in School</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Children, pupils, site visitor delivering mass.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<p><b>Lockdown/Tier 4: No celebration of Mass to be held in school</b></p> <p><b>Tier 3 Control Measures and Below:</b> General School measures as detailed above in Sections 1 and 2 plus:</p> <ul style="list-style-type: none"> <li>• 2 year group bubbles in the hall current social distancing guidance observed and not mixing.</li> <li>• Children to sit on floor – chairs used by staff to be sanitised after use</li> <li>• No children used as altar servers.</li> <li>• No bidding prayers.</li> <li>• No sign of peace.</li> <li>• No singing.</li> <li>• No Offertory procession.</li> <li>• Pupils will not move around the</li> </ul>	Low	<p><b>Lockdown/Tier 4: No celebration of Mass to be held in school</b></p>	4.11.2020, reviewed 4.1.2021, 25.1.2021, 2.3.2021	Low

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b> List the control measures already in place	<b>What is the risk rating – H, M, L?</b> See section 5	<b>What further action, if any, is necessary, if so what action is to be taken by whom and by when?</b>	<b>Action Completed</b> State the date completed and sign.	<b>What is the risk rating now – H, M, L?</b> See Section 5
		<p>hall during Mass.</p> <ul style="list-style-type: none"> <li>• Readers from the lectionary will wear single use gloves (We need one pair for a pupil and one pair for Father).</li> <li>• Eucharist to prepared with the priest wearing PPE equipment.</li> <li>• Pupils who wish to receive the Eucharist will be sat together in a row – forward facing, still maintaining Bubble Groups and current social distancing guidance. The priest will wear PPE gear and distribute the Eucharist after the Mass.</li> <li>• Pupils will leave and enter in order via the one way system in place in school to prevent mixing of groups.</li> <li>• No visitors invited to mass (includes parents/carers and Governors)</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p><b>3. Exposure to COVID-19 – Governors meetings/site visitors including parents dropping off/collecting children</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Governors, Children, pupils, site visitors.</p> <p>General transmission may occur: Through direct close contact between Governors and school staff at Governors. Secondary transmission may occur due to potential spread of covid-19 hard surfaces touched by Governors, staff at meeting as hall used by pupils, wider staff team during normal</p>	<p><b>Tier 3/4 and Lockdown:</b> No Governors meetings to be held in school all done via team meeting. Limited on-site meetings/visits i.e. planned/scheduled maintenance/servicing subject to school control measures as identified in risk assessment in place</p> <p><b>Tier 2 Control Measures and Below:</b> General School measures as detailed above in Sections 1 and 2 plus: General School measures as detailed above in Sections 1 and 2 plus:</p> <ul style="list-style-type: none"> <li>• <b>One-way system in and around school.</b> Site visitors, staff and children to strictly observe school one way system. Prompt drop-off and collection of children by parents/carers.</li> <li>• <b>Hygiene Control:</b> All Governors/site-school visitors will be expected to use hand sanitising stations on entry and exit to school and wear PPE whilst they are in the school building, dispose of PPE in clinical waste bin on exiting the school site,</li> </ul>	Low	<p>3A Advised parents/site visitors to wear face covering on entering school site</p> <p>3B Advised parents not to congregate/stay and chat with other parents when dropping off and collecting children. Prompt drop-off and collection of children from school. Not to allow children to play on school play equipment/play fields at drop-off/collection times</p> <p>3C Governors meetings to be held via Team meetings once covid restriction result in moving to higher tier/Lock-down</p>	Reviewed SLT 4.1.2021 , 25.1.2021, 2.3.2021	

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
	school hours.	<p>sign-in (School Track and Trace systems)</p> <ul style="list-style-type: none"> <li>• <b>Governors meetings: One-way system in and out of Hall.</b> Governor meetings to be held in school hall. All Governors to enter via the left hand door at the top of the Hall (this will be sign posted) and leave via the double doors onto the Service bay.</li> <li>• <b>Temperature checks</b> – Governors will be expected to take their temperature on entry to the hall, anyone with recorded high temperature (above 38 degrees) will not be allowed to attend and school recommend a covid-19 test.</li> <li>• <b>If Governors are feeling unwell/displaying covid-19 symptoms</b> they are not to attend, inform school that they are displaying symptoms, book a covid-19 test and inform school so we can ensure on our Track and Trace monitoring systems.</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		<ul style="list-style-type: none"> <li>• <b>Wearing of PPE/Face Coverings:</b> All Governors issued with 'Donning and Doffing PPE – NHS guidance as per Section 1, 3.1 above. On entry to the hall Governors will be required to wear face coverings and sanitise hands (PPE packs containing gloves, masks, visors will be available). On leaving the hall if Governors can dispose of their PPE in the Yellow Bio-Hazard bin. PPE will be doubled bagged and disposed of in accordance to school bio-hazard waste.</li> <li>• <b>Social Distancing:</b> Governors seating will be 2 metres apart and Governors will be expected to adhere to school's 2 metre social distance rule</li> <li>• <b>Track and Trace:</b> All Governors will be signed in (School EntrySign system by clerk) post the meeting and also be entered as being present on-site on School Staffing/Site Visitors Track and Trace Monitoring Sheet</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		<ul style="list-style-type: none"> <li>• <b>Use of Toilet facilities:</b> To use restroom facilities – toilet next to Acting Headteachers office which will be cleaned and sanitised at the end of the meeting. Good hand hygiene rules are expected to be followed as per posters in toilets/washrooms.</li> <li>• <b>Limiting contact across school:</b> Governors attending the meeting will not be allowed to walk around the school or visit the staffroom – reducing the risk of cross contamination through touching of surfaces across school. Refreshments will be available for the meeting will include pre-packed drinks in disposable cartons which will be disposed of at the end of the meeting.</li> <li>• <b>Catch-it, bin-it, kill-it</b> – Bin and tissues will be available in the hall for use by Governors.</li> <li>• <b>Clerking:</b> Governor clerking is provided in-house by a dedicated member of the school Business</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		<p>Team who has undertaken Governor Space Clerk Training.</p> <ul style="list-style-type: none"> <li>• <b>Fire and Emergency Evacuation Plan</b> – All Governors/site visitors/partner service providers have been issued with the latest School Fire and Emergency Evacuation Plan.</li> <li>• <b>Cleaning/sanitisation post meeting:</b> Staff will clean and sanitise chairs, tables, door handles, surfaces Governors may have touched at the end of the meeting ahead of ‘normal school operation’ the following day.</li> <li>• <b>No sharing of resources/papers</b> will be allowed at Governor meetings. Governors will be expected to bring their own copy of papers which will be provided to them ahead of the meeting which only they will handle.</li> </ul>				



4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

### 6. Assessment

Signature of Assessor(s):

Print Name: Carol Salt

Date Assessed: 29.9.2020

Signature of Line Manager:

Print Name: Anna Duffy

Review Date: 29.9.2020

## 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

	Date implemented	Review Date	Review Notes
1.9	2.3.2021	2.3.2021	Reviewed – re-opening of school to all pupils 8.3.2021
1.8	25.1.2021	25.1.2021	Reviewed – restrictions to class sizes effective from 26.1.2021
1.7	4.1.2021	4.1.2021	Reviewed – increase to Tier 4 restrictions
1.6	12.11.2020	12.11.2020	Reviewed – reduced to Tier 3 restrictions
1.5	2.11.2020	2.11.2020	Reviewed – increased level of restrictions to High Tier and preparation for National Lock-down to be announced 5.11.2020
1.4	29.9.2020	29.9.2020	Section 3 added – Governor Meetings – control measures reviewed by Chair of Governor, Acting Headteacher and School Business Manager
1.3	10.9.2020	10.9.2020	Review – SMT – carparking systems amendments/PPE donning and doffing review
1.2	2.9.2020	2.9.2020	Review – Start of school – shared with staff/governors Health and Safety Workshop Inset training session 2.9.2020
1.1	14.7.2020	14.7.2020	Updated revised Guidance from Government and SCC
1.0	25.5.2020	14.7.2020	