

Infection Control COVID-19 General Risk Assessment Form

Risk assessment carried out by - CCY, PML	Job title – Assistant Headteacher	Date of assessment – January 2021
Review interval – Weekly.	Date reviews carried out -	

Staff covered by this assessment All Staff and Pupils accessing the school site/building.	Activities involved
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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

The School has been closed to all pupils with the exception of the children of keyworkers, pupils who have an EHCP and those deemed vulnerable through having support through Children’s Services as outlined in the guidance from the Department for Education (DfE) and Public Health England (PHE). - <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>

The school have adopted the guidance provided in the DfE and PHE https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf updated January 2021

All pupils are following virtual / online lessons and staff have received training on safeguarding <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19?priority-taxonomy=b350e61d-1db9-4cc2-bb44-fab02882ac25>

At present, the government have proposed reopening to all students from w/b 22nd February 2021 but no updated guidance currently available surrounding this.

The school are also following the DfE guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> updated Jan 14th 2021

The school has staff and pupils who have been identified as clinically extremely vulnerable and are following the guidance from the DfE and PHE; <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> updated 13th January 2021

Where need identified individual risk assessments have been completed and updated for identified staff members.

The school is maintaining a register of all clinically extremely vulnerable and clinically vulnerable staff and pupils and regular contact is undertaken to check on their wellbeing.

Staff, Parents and Carers who are in the school are regularly reminded to stay at home if they are experiencing signs of illness outlined in the [guidance from the NHS](#). The school is maintaining a register of all vulnerable staff and pupils and regular contact is undertaken.

All EHCP and SEND risk assessments/provision have been updated, using guidance from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

If a student displays symptoms whilst in school, staff are following guidance outlined

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf

The school is following the guidance [COVID-19:Cleaning of non-healthcare settings](#)- Updated 16th October 2020.

COVID testing is taking place in school, following DfE guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges> updated 15th December 2020

Parents/Carers are reminded of the latest guidance from the NHS/PHE and the DfE on a regular basis via the school communication links.

PHE have a dedicated helpline number for education and children's social care related queries for anyone working in early years through to universities, plus parents- 0800 046 8687 – 8am to 6pm (Monday to Friday) or 10am to 4pm (Saturday to Sunday).

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Limiting the Spread of Coronavirus (COVID-19) to the school community.	M	<ul style="list-style-type: none"> Registers are taken each day of pupils present. Children of key workers and those children classed as vulnerable. . Staff arrive on site prior to the start of the school day and sign in at entry No parents or visitors allowed into school other than via pre-arrangement e.g. workmen – separate area from students Testing of pupils and staff 	<ul style="list-style-type: none"> Parents/Carers and Staff advised to report to the school any symptoms of COVID 19 that their household may have. Head teacher to remind parents/carers and staff via newsletters etc. that where pupil or a member of their household displays symptoms of the coronavirus, they are to follow the Guidance for households with possible coronavirus infection. Pupils and Staff displaying symptoms will not be permitted into school until 7/14-day isolation completed. The Governing body of the school are to be informed of staff members and Parent/Carers concerns. Invite pupils not engaging with work for 1:1 meeting with AHOH / HOH / SLT to support Invite year 11's not engaging after letters and texts home to attend in small groups using separate entrances, exits and toilets to bubbles 	L	Staff-On Going. DSL to arrange Trial Head teacher-On Going. Parents/carers Head teacher-Where need identified. Head teacher-Immediate
Staff and Pupils not attending school	M	<ul style="list-style-type: none"> Registers are maintained each day for pupils that are knowingly attending the school. Staff are on a duty rota for supporting pupils at the school. 	<ul style="list-style-type: none"> All staff to confirm medical conditions and any other changes to vulnerabilities in order that specific risk assessments can be completed/updated where required. CEV staff not on the rota; CV staff who are in school have revised risk assessments. Parents/Carers and Staff to be advised to follow the usual school procedures for sickness absence. Where pupils/staff are absent and the school do not receive a phone call from parents/ carers or staff members, the school will contact them to ascertain the reasons for their absence. Where need is identified staff/families advised to follow guidance from the NHS 	L	Parents/ Carers and Staff-On Going. Staff-On Going
Transport on and off the school site.	M	<ul style="list-style-type: none"> Pupils encouraged to walk/cycle 	<ul style="list-style-type: none"> Pupils and Parents/Carers will be made aware of government guidance re social distancing on public transport. Pupils encouraged to walk/cycle 	M	Parents/Students

			<ul style="list-style-type: none"> • Car park large so drop-off section to be identified (see bubble doc) • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Repeat process for pupil dismissal – supervised by staff from the bubble 		
Pupil/Staff member living with a shielded or clinically vulnerable person	H	<ul style="list-style-type: none"> • If a pupil or staff member lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, the DfE have advised that they can attend the school. 	<ul style="list-style-type: none"> • State this guidance clearly in all comms to parents/staff. • Updated RA where appropriate • Pregnant women in third trimester are working from home only 	L	Head teacher-Where identified CCY
Pupil /Staff member living in a household with someone who is extremely clinically vulnerable	H	<ul style="list-style-type: none"> • If a pupil or staff member is living with someone who is extremely clinically vulnerable it is advised by the DfE that pupils/staff only attend the school if stringent social distancing can be evidenced and adhered to. • If stringent social distancing cannot be adhered to pupil and staff cannot be on the school site. 	<ul style="list-style-type: none"> • Where the school cannot adhere to stringent social distancing the school does not expect staff/pupils in this category to attend the school site • Where needed identified pupils will be supported to learn at home. • Staff will be given tasks to complete from home where appropriate. 	L	Head teacher-Where identified
Entrance to the school site and building	M	<ul style="list-style-type: none"> • Access to the school site to be controlled. Low numbers of pupils attending school <100 • Parents advised via school communication links that only one parent/carer is permitted to drop off/pick up their child. • Pupils, Parents/Carers advised to maintain social distancing when entering the school site. • Parents not permitted to enter the school building unless need is essential (invite only). • Pupils keep outdoor clothing and bags with them or leave in their allocated seat/area. • Staff store their bags and belongings in a departmental office / classroom. V low numbers of staff on site.. • All use hand gel on entry into the building 	<ul style="list-style-type: none"> • Access to the school site to be controlled with clear guidance to staff/pupils • Pupils, to be continually reminded via school communication links to maintain social distancing when entering the school site, following guidance • Staggered start times to be introduced if required- Start times communicated to parents via school communication links and updates provided where need identified. • School entrances and site secured at the start of the school day. Multiple entrances available. One for each bubble • Staff and Pupils will be informed to only bring essential items needed for that day • Staff escorting sick children to isolation room to wear PPE. 	M	Staff/Head teacher-On Going

		<ul style="list-style-type: none"> • Pupils and staff use hand gel each time they enter / leave the classroom. • Staff and pupils presenting with symptoms at the start of the school day are isolated in the isolation room and next of kin/parents contacted. 			
Maintaining infection control /hygiene standards within the school building	H	<ul style="list-style-type: none"> • Pupils, parents/carers advised that pupils aim to wear clean clothing each day that they attend school. • hand sanitiser available to staff and pupils. • Antibacterial wipes on teacher desk to wipe down computer desk, keyboard, mouse, etc • Handwashing posters located in pupil and staff toilet areas and in the classroom areas. • Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school. • Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site. • Pupils advised to cough and sneeze into their elbow and away from the direction of other pupils and staff. • Pupils and staff advised to wash their hands for 20 seconds at regular intervals throughout the day. • Infection Control Risk assessment in place to manage other biological hazards within the school community. • Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. • Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils. • Hard surfaces and key touch point areas, such as doors, door furniture, light 	<ul style="list-style-type: none"> • A member of the cleaning team to be present during the school day to carry out spot cleaning and removal of waste from the school site, where need identified. • Periodic cleaning of pupil toilet areas after use • Cleaning checklist to be put in place for the school. Audit of cleaning practices by NHT. • Staff to take responsibility for their own personal hygiene throughout the school day. • Pack of tissues to be made available for each pupil with spares in the classroom. • Pupils taught to follow the guidance 'Catch it, Bin it, Kill it', and avoid touching their faces, noses etc. whilst at school. • Hand towels provided in hand washing areas to supplement use of dryers and ensure that hands are dried thoroughly. • Waste bins to be emptied throughout the school day and placed in the external bin store. • The Site Supervisors to raise any stock level concerns with the Head teacher in relation to equipment/chemicals etc. • All bins emptied at the end of each school day and placed in the external bin store. • Parents advised to ensure that pupils wash their hands when they return to the home environment. Recommended for pupils to change their clothes also on return home. • Cleaning regime checklist to be implemented to include; books (where used), desks, chairs, doors, sinks, toilets, light switches, bannisters, bin lids, stationery items and the staff areas (general rule: <i>anything that might have been touched</i>). • The Governing body of the school are to be informed of Staff members and Parent/Carers concerns. 	M	<p>Staff-On-going</p> <p>Site team/Cleaning team</p> <p>Head teacher- Prior to commencing phase II</p>

		<p>switches and handrails are disinfected rather than simply cleaned on a frequent basis.</p> <ul style="list-style-type: none"> ● Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff. ● Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins. ● Cleaning regime in place at the start/end of the school day. ● Staff and pupils sanitise their hands at the beginning and end of the school day ● Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation. 			
Staff/Pupils showing possible symptoms of the coronavirus	H	<ul style="list-style-type: none"> ● Staff are aware of the symptoms of the Coronavirus. ● Pupils /Staff health needs are monitored and concerns appropriately actioned. ● Rooms have been set aside to isolate Staff and/or Pupils. The isolation room allows Staff/Pupil to be viewed from a 2-metre distance. ● Parents/Carers regularly informed via the school's communication links to monitor their child's /family members' health. ● Where Staff/Pupils start showing signs of symptoms they are transferred to the isolation room and a member of the SLT informed. ● First aider on site ● Parents informed ASAP ● PPE should only be worn by a member of staff supporting the symptomatic pupil, if 2 metres cannot be maintained. ● If contact with the pupil is necessary, then gloves, apron and a face mask should be worn by the member of staff. ● Parents/Carers and Staff members next of kin contacted. 	<ul style="list-style-type: none"> ● Ensure that the school holds a stock of disposable gloves/aprons and face masks (known location). ● Staff /Pupil remain in the isolation room until they can be collected. ● Whilst in isolation if staff/pupils need to use welfare facilities these need to be taken out of use and cleaned before they can be used by the school community. ● Isolation room to be deep cleaned once the staff/pupil has left the area. ● 2 m rule applied and contact list gathered to isolate all close contacts. Pupils have the option to take a test each day for seven days in school and if negative they can attend the school that day. ● Cleaning staff to wear PPE appropriate with the cleaning substances they are using to clean the area (NHT advice). ● Staff and Parent/Carers to be encouraged to access testing facilities available where symptoms are displayed. ● Pupils and Staff displaying symptoms will not be permitted into school until 7 day isolation completed. Unless they undertake daily testing in school. ● Where Staff/Pupils test positive PHE are to be contacted for advice and support. 	M	<p>Head teacher on going</p> <p>Staff – ongoing</p> <p>Head teacher/SLT- Immediate</p> <p>Head teacher- Immediate</p>

		<ul style="list-style-type: none"> ● If need identified the emergency services are to be contacted. ● Infection control risk assessment in place to manage all other biological hazards that may affect staff/pupils. 	<ul style="list-style-type: none"> ● The Governing body of the school are to be informed of Staff members and Parent/Carers concerns 		
Maintaining infection control in the Classrooms/Hall areas	H	<ul style="list-style-type: none"> ● Pupils placed in class sizes of 15 or less and kept in the same classroom consistently as much as feasible ● Classroom areas in use have items that are non-essential removed to allow a larger floor space to help promote social distancing. ● Windows and doors are opened to allow natural ventilation during the school day. ● Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning. ● Rota in place for break time periods. ● Pupils stay in one classroom all day with lessons virtual. Only movement is for breaks / lunch and pupils stay within their bubble. ● Outdoor activities to be carried out on a rota basis to ensure social distancing. Yard space marked using paint to indicate (not required yet due to small numbers). ● Pupils attend school on a wed in their PE kit. ● Where classrooms and halls are occupied doors can be propped open to allow natural ventilation. ● Where classrooms/halls are unoccupied doors are to be closed. Restricted area of school open ● Waste bins located in classroom/hall areas 	<ul style="list-style-type: none"> ● Pupil movement will be minimised during the day <ul style="list-style-type: none"> - toilet visits - PE sessions ● All work is online ● Packs of tissues available in each room. ● Catch it, kill it bin it posters in all classrooms ● Classroom doors to be wedged open where possible (mostly non-fire doors) to minimise touching of door handles and improve air movement ● Office doors and staff areas likewise. ● Classrooms and offices not in use to be closed ● Anti-bacterial wipes used to clean teacher desk /keyboard and IWB after each session ● The Governing body of the school are to be informed of Staff members and Parent/Carers concern ● Staff have the option of a weekly covid test in school 	M	Staff-On Going
Moving about the building/school site	M	<ul style="list-style-type: none"> ● Clear direction given to parents via the school's communication links for the start and end of the school day. ● Rota in place for break times and the lunchtime periods ● Posters in place reminding pupils to maintain a 2-metre distance. 	<ul style="list-style-type: none"> ● Movement about the building monitored throughout the school day. ● Minimal movement required – toilet visits, break, lunch and moving to do lesson outdoors or PE activity ● Rota's changed where need identified. ● Social distancing measures adhered to – following markings on floor. ● Pupils are always supervised when moving about the building. 	L	Head teacher-On Going Staff - ongoing

		<ul style="list-style-type: none"> Minimal movement - small subsection of school in use. Easily managed with small numbers 	<ul style="list-style-type: none"> One-way systems in place on stairways and walkways Directional signs around the school site indicate movement. 		
Lifts	L	<ul style="list-style-type: none"> Lift to be operational only where necessary Reduce maximum occupancy to one person. The lift is included in the cleaning regime. 	<ul style="list-style-type: none"> 3 bubbles serviceable by a lift if required. Y7 bubble on ground floor. Lift then to become part of cleaning protocol daily. 	L	Head teacher/SLT overseeing bubble
Welfare facilities	M	<ul style="list-style-type: none"> Toilet facilities cleaned at the end/start of the school day (door handles, toilet cubicle locking mechanisms and flushers). Staff have access to offices / classrooms should they wish. Staff know to socially distance at all times. Tea and coffee made available to staff for wellbeing and to minimise congregation waiting for a kettle Windows are opened in the staff room when it is occupied by staff members. Position of furniture within staff room areas reviewed to ensure social distancing. 	<ul style="list-style-type: none"> Follow the COVID-19: cleaning of non-healthcare settings guidance Toilet facilities cleaned at regular intervals throughout the school day (door handles, toilet cubicle locking mechanisms and flushers). Windows are opened in the staff room when it is occupied by staff members. Position of furniture within staff room areas reviewed to ensure social distancing. 	M	Site Supervisor/Head teacher/staff ongoing
Personal Protective Equipment (PPE)	M	<ul style="list-style-type: none"> All staff and pupils must wear a face covering in all communal areas. Tasks have been identified within the school that would require staff wearing PPE: First aid, supporting pupils with personal care, cleaning activities where need is identified and potentially when a staff member/pupil is symptomatic of covid-19. Staff follow good hand washing practice. 	<ul style="list-style-type: none"> The school is to hold a supply of PPE- disposable gloves, aprons and face masks on the school site again for voluntary use although not required or recommended Safe use of PPE information signposted Staff follow good hand washing practice. Staff advised to wash their hands on return home 	M	
Challenging behaviours displayed	M	<ul style="list-style-type: none"> Usual expectations regarding behaviour in place. Pupils with challenging behaviours identified. Risk assessments are in place for pupils who demonstrate challenging behaviours. Where need identified Team Teach techniques are applied, including restraint. 	<ul style="list-style-type: none"> Usual expectations regarding behaviour in place. Unacceptable behaviour not tolerated – pupil place at school removed until confident of no repetition. Staff to allocate pupils seats and classes within each bubble based on identified risk and additional need. 	M	Staff/Pupils- Where need identified.

			<ul style="list-style-type: none"> ● Staff and pupils to wash their hands when safe to do so after a physical restraint has been carried out. ● Where restraint has had to be carried out review the risk assessment in place. ● Review whether PPE is required when managing challenging behaviours. ● Where need identified review the Behaviour Policy. 		
First Aid Provision and support with medication	M	<p>First aid trained staff on site on rota</p> <ul style="list-style-type: none"> ● Pupils in current Key worker/Vulnerable group shared with First Aid team for medical needs. ● Parents share any medical data when booking place for child 	<ul style="list-style-type: none"> ● Gloves and first aid items used to be placed in hazard bags provided. ● Fully stocked first aid boxes located around the school site and in the vicinity of classrooms in use/bubbles. ● Staff to wash their hands prior to administering first aid ● Staff to wear disposable gloves when providing first aid support. ● Staff to wash their hands after providing first aid support. ● Medication policy in place ● Pupils with medical needs identified for each bubble. ● Staff to wash their hands prior to support with medication and after support. ● Waste bins/hazard bins emptied throughout the school day. ● Ensure that a stock of disposable gloves are available for staff use. 	L	Staff-On going
Emergency Situations	H	<ul style="list-style-type: none"> ● The Site Supervisor is to undertake usual weekly checks of the fire alarm system. ● There is an automatic fire detection system fitted at the school which is tested and inspected on at least an annual basis. ● In the event of the fire alarm sounding staff are to direct pupils to evacuate the building. ● Staff and pupils are to maintain social distancing where possible when evacuating the building. ● Staff and pupils are to maintain social distancing when registers are being taken at the assembly point 	<ul style="list-style-type: none"> ● The Site Supervisor is to undertake usual weekly checks of the fire alarm system. ● Fire evacuation assembly point altered and updated information sent to all staff. ● Fire drill to be performed when bubbles are in school ● Staff are to monitor the flow of traffic in the corridor areas when evacuating to reduce the contact that pupils have with other age groups /staff members. ● Staff and pupils are to maintain social distancing where possible when evacuating the building. ● Staff and pupils are to maintain social distancing when registers are being taken at the assembly point by standing on an allocated floor mark 	L	

		<ul style="list-style-type: none"> ● Staff and Pupils re-entering the building is to be staggered and use SD marking for entrances as per morning entry ● Staff and pupils are to sanitise their hands when they re-enter the building. 	<ul style="list-style-type: none"> ● Staff and Pupils re-entering the building is to be staggered and use SD marking for entrances as per morning entry ● Staff and pupils are to sanitise their hands when they re-enter the building. 		
End of the school day	M	<ul style="list-style-type: none"> ● Pupils and staff will sanitise their hands as they leave the school site ● Staff supervise orderly dismissal of pupils ● Staff ensure SD on buses as appropriate ● Water bottles taken home from school each day ● Only one Parent/Carer permitted to collect their child from the school site. ● Parents/Carers to ensure that they follow social distancing. ● Staff control the flow of pupils leaving the school building to encourage social distancing. ● Gates are secured to the school site. ● Gates are left open and entrance doors are automatic & therefore not touched. 	<ul style="list-style-type: none"> ● Parents/Carers advised to ensure that pupils wash their hands when they arrive home from school. ● Parents/Carers advised that water bottles are to be thoroughly washed when they arrive home. ● Staff supervise orderly dismissal of pupils ● Staff ensure SD on buses as appropriate 	L	Parents/ Carers-On Going Staff - ongoing
Staff who are pregnant.	H	<ul style="list-style-type: none"> ● Staff members in first and second trimester can attend school 	<ul style="list-style-type: none"> ● Staff members to inform the Head teacher at the earliest convenience if they are pregnant. ● Guidance to be followed from RCOG: Coronavirus (COVID-19) infection and pregnancy <p>The Trust has decided that all pregnant women in their third trimester must work from home.</p>	M	Staff/ Head teacher-On going
Office areas	H	<ul style="list-style-type: none"> ● The maximum occupancy of the office areas have been calculated to ensure social distancing. ● Where possible desks have been separated ● View panels located in office doors so that the number of staff located in office spaces can clearly be identified. ● The doors of Offices in use can be wedged open when occupied. ● Where available, windows are opened whilst the office area is in use. ● Staff leave their desks as clear as possible so that it can be easily cleaned. 	<ul style="list-style-type: none"> ● Emergency PPE in each office area. ● Hand sanitiser outside of each office. ● Clean office/desk policy in place – wipes provided. ● No hot-desking during day. 	L	Staff – ongoing Cleaners-ongoing Caretaker/ Premise Manager-On Going.

		<ul style="list-style-type: none"> Waste bins are lined with a black bag and where possible have a lid. Waste bins are emptied at the end of the school day. Staff undertake other activities/duties that allow them to leave the office area over the course of the school day. 			
Visitors to the school	H	<ul style="list-style-type: none"> Where possible visitors to the school site be limited. Trade persons attending the school site to complete statutory testing to be permitted on site. Where possible appointments to be made outside of school hours. All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. All visitors must wear a face covering Visitors are always supervised whilst on the school site. Social distancing maintained. 	<ul style="list-style-type: none"> Where possible visitors to the school site be limited. Trade persons attending the school site to complete statutory testing to be permitted on site. Where possible appointments to be made outside of school hours. All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. All visitors must wear a face covering Visitors are always supervised whilst on the school site. Social distancing maintained. 	M	
Deliveries to the school	M	<ul style="list-style-type: none"> Only essential items are ordered by the school. Identified staff take responsibility for deliveries made to the school. Staff members wash their hands before and after decanting orders and storing them away. Kitchen deliveries are made directly to the kitchen area. On decanting products, products are to be wiped down and stored away. Packaging to be placed in the external bin store. 	<ul style="list-style-type: none"> Only essential items are ordered by the school. Identified staff take responsibility for deliveries made to the school. Staff members wash their hands before and after decanting orders and storing them away. Kitchen deliveries are made directly to the kitchen area. On decanting products, products are to be wiped down and stored away. Packaging to be placed in the external bin store. 	L	
Staff Wellbeing	M	<ul style="list-style-type: none"> Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). link. Staff receive sufficient breaks during the school day. Staff encouraged to leave the school site shortly after the end of the school day. 	<ul style="list-style-type: none"> Staff to discuss concerns with the SLT Access Mental Health Ambassadors Where need identified staff are to be referred to Occupational Health. Staff receive sufficient breaks during the school day. Staff encouraged to leave the school site shortly after the end of the school day. Operate shorter school day 8:00- 15:30 Wellbeing on weekly staff bulletin 	L	Staff-On-going

Deep Clean	M	<ul style="list-style-type: none"> ● A deep clean of all areas of the school to be carried out during the Summer break. ● The deep clean is to include books, desks, chairs, doors, sinks, toilets, light switches, bannisters and carpeted areas. 	Audit/review by NHT to develop baseline assessment and training for staff.	L	Site team to coordinate with cleaning team + NHT?
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Date of assessment review	Signatures
5th Feb 2021	C R Curry