



**Risk Assessment  
External Agency Staff  
March 2021**

<b>Location / Site</b>	
Boundary Primary School	
<b>Activity / Procedure</b>	
External Agency staff on site. New Start Counselling, Speech Bubble Sp&L therapy, Educational Psychology, Social Worker / advocacy visits	
<b>Assessment date</b>	July 2020 (updated September 2020, updated 25.9.20, updated 20.10.20, updated 04/11/20, updated 23.11.20, updated 4.1.21, updated 8.1.21, 26.1.21, 12.02.21, 25.02.21)
<b>Assessment serial number</b>	

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the safeguarding office / meeting room / music room</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Only essential agencies to visit school.</li> <li>2. Agency meetings to be arranged virtually (Skype / Google Meet / phone) where possible</li> <li>3. Any 1:1 meeting needed with children to be conducted in the safeguarding office / meeting rooms at either end of the large table using social distance.</li> <li>4. Social distance should be monitored and reminders given.</li> <li>5. Staff to use only their own stationary, all items to be placed in drawers away from anyone being able to use them.</li> <li>6. Staff to use the same cups each day and take cups, plates and cutlery home.</li> <li>7. Staff to use break facilities in the staffroom for lunch break and eat in own work space.</li> <li>8. Compulsory handwashing and temperature checks on arrival (See VJB/Office staff on arrival)</li> <li>9. Rooms to be ventilated throughout the day</li> <li>10. Door to be open all day except for confidential conversations (virtual meetings / phone calls etc)</li> <li>11. Usual fire procedures in place with social distancing to be adhered to, where possible. Hands to be sanitised and washed on return into school.</li> <li>12. Conversations to be had side by side and not face to face between staff and children.</li> </ol> <p style="text-align: center;"><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing during direct work with pupils</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Create Year group bubbles – <b>children and staff</b></li> <li>2. Excess furniture removed to increase space if appropriate and remove all resources which cannot be washed easily.</li> <li>3. Children keep to their desks when in the room when possible.</li> <li>4. Social distancing classroom rules created and shared with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc.)</li> <li>5. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</li> <li>6. Children isolated if cannot adhere to rules and spoken to re the need for Covid rules. Parent/carers contacted and child will be collected if child will not comply.</li> <li>7. Children to have allocated iPad to complete work on</li> <li>8. Resources selected for use during the day and cleaned after session.</li> <li>9. Feedback – using large whiteboard and visualizer and interactive whiteboard - not close interaction.</li> <li>10. Tape out an area for staff– 2m around whiteboards</li> <li>11. No soft furnishings / resources to be used</li> <li>12. Bubble will remain in their designated classroom. They will not mix with other groups or other members of staff.</li> <li>13. Lunch bags/boxes to be kept in designated place and not touched by other children or staff.</li> <li>14. Planned timetable for outdoor lessons in the afternoon.</li> <li>15. Named cup of water to be placed on each desk.</li> <li>16. Compulsory hand washing and temperature check on arrival.</li> <li>17. Usual fire procedures in place with social distancing to be adhered to, where possible. Hands to be sanitised and washed on return into school.</li> <li>18. Conversations to be had side by side and not face to face.</li> <li>19. Staff/visitors to wear face coverings in communal areas</li> <li>20. Hands, Space, Face taught to children</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection for staff when using the main office areas</b> resulting in direct or indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1 No staff apart from dedicated office staff to enter office area</li> <li>2 staff to use radios and phones to communicate with office where possible</li> <li>3 If face to face needed, staff to enter reception area to speak to office staff through window</li> <li>4. Staff to sanitise before and after inventory use (sign in system)</li> <li>5. Face coverings to be worn in communal areas.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection for staff when using the photocopiers</b> resulting in direct or indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All staff to use sanitiser before and after use of any copier machines.</li> <li>2. All staff to monitor the level of paper and report to the office if re-ordering is required.</li> <li>3. All staff to clean the copier with protect spray after use. The spray must be applied to blue roll and not directly to the machine.</li> <li>4. All blue roll to be placed in the bin</li> <li>5. All paper to be stored correctly on shelves or in boxes and any waste to be placed in recycle bag or bin. (see waste removal plan)</li> <li>6. Only one member of staff at a time in any copier area, unless using PPA room and EYFS area and 2 is acceptable.</li> <li>7. Doors/windows to be left open at all times. The PPA room door can only be left open if someone in the room for safeguarding purposes.</li> <li>8. Face coverings to be worn in communal areas.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Hands to be washed before and after eating lunch.</li> <li>2. Visiting staff may use staff room for lunch facilities (microwave / fridge / kettle) and should eat in own space where working</li> <li>3. Ensure all areas are wiped down after use.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children will not need to frequently travel around school</li> <li>2. Classroom outside doors used to access the playground (where possible)</li> <li>3. Messages to office via radio or phone. Wipe down after use.</li> <li>4. Tape down the middle of all corridors to demarcate sides. One-way system implemented.</li> <li>5. If class have to move around school at any point – 1 metre between children encouraged – one adult at front and one at back insisting the distance is maintained.</li> <li>6. All doors, where possible, to be propped open to avoid touching of handles.</li> <li>7. Amended behaviour management procedures.</li> <li>8. All staff to wear a face covering in communal areas.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b> for some	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children to have access teachers and TAs they know</li> <li>2. Staff to support children’s well-being during time in school</li> <li>3. Mrs. Bradley to conduct individual sessions with identified children.</li> <li>4. Pastoral team to pick up any children who need extra support</li> <li>5. School counselling to continue (own RA in place)</li> <li>6. Teachers to plan social stories/pastoral activities throughout half term as necessary or when needed.</li> <li>7. Mrs Jacques to run programme for children with behavioural needs if needed</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Fully share risk assessments and ask for staff input</li> <li>2. Continually evaluate risk assessment – weekly briefing for each staff bubble.</li> <li>3. Regular social distanced or virtual meetings with SLT to discuss concerns and shared control measures</li> <li>4. Staff counselling and support helplines shared with all staff.</li> <li>5. Separate risk assessment for the office area and staffrooms</li> <li>6. Designated “staff areas” areas for staff to have their lunch – See plan</li> <li>7. PPE available for all staff (visors, face coverings etc.) for any intimate care or close contact work</li> <li>8. Extremely clinically vulnerable staff to take guidance from Doctor/Government.</li> <li>9. Compulsory hand sanitising, temperature checks and hand washing on arrival – sanitising on exit.</li> <li>10. Staff to wear newly washed clothes each day and jewellery is not recommended</li> <li>11. Amended code of conduct</li> <li>12. All staff to wear a face mask in communal areas – visors or shields should not be worn as an alternative.</li> <li>13. Well-being questionnaire distributed and responses considered - action taken if needed.</li> <li>14. Staff to take two rapid coronavirus (COVID-19) tests each week at home to identify positive cases more quickly and break the chains of transmission.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Hand sanitiser in all classrooms and in staff areas</li> <li>2. Children and staff hand wash and use hand sanitiser on entry to school, after any cough or sneeze and after toilet use. Sanitiser used before children and staff leave school.</li> <li>3. Washing hands posters in all washing areas</li> <li>4. Reminders how to wash hands properly – videos and posters</li> <li>5. Procedure agreed for children to wash hands to ensure thorough hand washing</li> <li>6. Children and Staff to wear newly washed clothes every day</li> <li>7. Wiping of desks and resources and staff areas and equipment.</li> <li>8. Each bubble to have own designated staff sink with soap for staff.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and any shared equipment will be cleaned each day</li> <li>2. Enhanced cleaning taking place.</li> <li>3. Tables to wiped regularly.</li> <li>4. PPE available for all cleaning staff</li> <li>5. Quarantine - Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</li> <li>6. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>7. Rooms, where possible, will be ventilated – windows and doors open where possible at all times.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1 Extremely clinically vulnerable and pregnant staff +28 weeks to work from home.</p> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection when administering First Aid through direct and indirect transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. First aid kit available in the main office.</li> <li>2. First aid to be administered by office staff where possible and you must always wear PPE when administering this.</li> <li>3. If needed radios/telephones to be used to alert first aider.</li> <li>4. First aiders from another bubble to attend wearing PPE (gloves and mask).</li> <li>5. Handwashing after any contact.</li> <li>6. Staff will know the health care needs for all staff and children in their bubble.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection when using staff toilets</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Limited number of toilet cubicles available.</li> <li>2. Only 3 staff members in toilet at one time.</li> <li>3. Sign in system</li> <li>4. Sanitiser to be used on entrance and exit from toilets</li> <li>5. Handwashing after toilet use</li> <li>6. Toilets cleaned every night</li> <li>7. Face coverings to be worn in communal areas.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection for staff when using staffroom resulting in indirect transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1 Hand sanitiser available in staff areas</li> <li>2 Staff allocated a specific room in school to eat lunch. (see plan)</li> <li>3 Staff allocated kitchen area</li> <li>4 Staff to wipe down any equipment after usage</li> <li>5 Posters up to remind staff in all staff areas</li> <li>6 Staff to wear newly washed clothes every day.</li> <li>7 Face coverings to be worn in communal areas.</li> <li>8 Windows to be open to allow for ventilation (if cold, open when staff are not eating lunch in there).</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of ventilation resulting in direct transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All doors and windows opened before the children arrive, during break/lunch when the children are outside and at the end of the day.</li> <li>2. A window(s) must be open during the day (may close if cold, but must be open for a short while each hour).</li> <li>3. Internal doors to be open.</li> <li>4. Children and staff may wear an extra layer if needed.</li> <li>5. When using the hall, the windows and doors to be open (main gate closed)</li> <li>6. When using the dance studio, both doors to be open and the staffroom room door.</li> <li>7. All staffrooms/offices to have windows open during the day.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Contact with unwell child or child displaying symptoms of COVID 19</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. FB messages and website makes clear children should not attend school if they display any covid-19 symptoms, or if a member of the family does.</li> <li>2. If a child or family member is displaying symptoms, the child cannot return until a negative test result has been confirmed and agreed return with school or current isolation guidelines followed.</li> <li>3. Only children who are symptom free or have completed the required isolation period attend the school</li> <li>4. Only one parent, who is symptom free (or have completed the required isolation periods) will be able to drop off or collect their child.</li> <li>5. If a child begins to display a continuous cough, a high temperature or loss of sense of smell or taste, they will be sent home to isolate per the guidelines and request a test.</li> <li>6. Staff to wear full PPE when dealing with a child displaying any covid symptoms.</li> <li>7. When waiting to be collected, the child is to be isolated in front office with the door open for ventilation or outside if weather permitting. This area is to be cleaned after the child has left.</li> <li>8. If they need to go to the toilet while waiting to be collected, they are to use the disabled toilet - this should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>9. If a member of staff has helped someone who displayed symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly.</li> <li>10. The person responsible for cleaning the area should wear appropriate PPE</li> <li>11. In the event of a staff member developing suspected coronavirus symptoms whilst working at school, they should return home immediately and isolate at home in line with the NHS guidance</li> <li>12. If a child or member of staff becomes ill, then they must be tested. Siblings must also go home. They will only be allowed back to school after a negative test result. Parents must show the test result to school</li> <li>13. The bubble classroom must be cleaned.</li> <li>14. If there is a positive test result, school will inform Public Health Blackpool and the DfE helpline and follow their instructions.</li> <li>15. Facebook reminders sent weekly to parents about not sending children in who are unwell or showing COVID 19 symptoms.</li> </ol> <p><i>Control measures will be monitored by phase leader and senior leaders following the Risk Assessment Monitoring Plan which details the control measures and frequency of monitoring.</i></p>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>OVERALL level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate		
-			

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Nicola Bunday	<i>N C Bunday</i>	7 July 2020

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate
<ul style="list-style-type: none"> <li>- On opening until we see measures in practice we have to assume risk is high/medium.</li> <li>- Government advice suggests risks to education staff are low.</li> <li>- These risk assessments will be reviewed daily</li> </ul>	

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Suzanne Ashton	<i>S Ashton</i>	17 <sup>th</sup> July 2020

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
--------------------------------	--

<b>Risk Assessment updated</b>	<b>Staff member</b>
July 2020	NB
7 <sup>th</sup> September 2020	NB
25 <sup>th</sup> September 2020	NB
20 <sup>th</sup> October 2020	NB/ SA
4 <sup>th</sup> November	HM
23 <sup>rd</sup> November	SA
4 <sup>th</sup> January 2021	HM
8 <sup>th</sup> January 2021	HM
26 <sup>th</sup> January 2021	HM
12 <sup>th</sup> February 2021	HM
25 <sup>th</sup> February 2021	HM