

Whole School Spring Term 2021 COVID-19 Risk Assessment Form

All schools are advised to note the hazards/issues identified and suggested control measures/further actions in this document and add detail specific to their school.



This is a live and active document which must be shared with all staff and reviewed on a regular basis to ensure it meets the changing environment to control the spread of the COVID-19 virus.

Name and Address of the School – Thornhill Primary School		
Head teacher- Miss Overfield	Name of Person Completing the Risk Assessment- Miss S Overfield	
Current Number of Staff Employed; Teaching:11 Support Staff: 20	Date of assessment – August 2021	Date risk assessment reviewed – 01.10.21 29.12.21 16.01.22 27.02.22
Current Number of Pupils on Roll-206 plus nursery Current number of pupils accessing alternative provision-0		
Contractors currently working on the school site- None		
Consultation -The Covid-19 Risk Assessment and associated COVID Policy have been shared with the Governing Body and Staff members. The Governing body of the school are to be informed of any staff members or Parent/Carers concerns.		
Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team.		

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	1/20

Persons covered by this assessment – **The School Community, visitors, professionals, and contractors working in/attending the school site to provide support etc.**

- On 21 February the Prime Minister set out the next phase of the Government’s COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains. 5 Our priority is to support you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health.

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	Low	Low	Low
	Severe Injury requiring medical treatment	Low	Low	Low
	Minor First aid treatment	Medium	Medium	Medium

The school are following the guidance [Schools coronavirus \(COVID-19\) operational guidance](#).

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the four key current systems of control;

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others-[Coronavirus: how to stay safe and help prevent the spread](#).

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	2/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
1)Transmission within the school community						
Transmission of COVID-19 in the Autumn Term Spring term Spring term	M	<p>-NHS COVID-19 Vaccination - programme has commenced throughout the UK.</p> <p>-A register is in place at the school identifying staff members who have received the vaccination & booster for COVID-19 – please inform the office.</p> <p>-Staff, Parents/Carers are aware of the symptoms of COVID-19.</p> <p>-Staff/ pupils who are experiencing coronavirus symptoms to follow Public Health Advice.</p> <p>The guidance for individuals states that children and young people with COVID-19 should not attend their education setting whilst they are infectious.</p>		<p>-Remind all staff on their return to school that the NHS COVID-19 Vaccination programme can still be accessed-Book or manage your coronavirus (COVID-19) vaccination.</p> <p>-Ensure that the COVID-19 staff vaccination register is kept up to date during the Spring term to include booster.</p> <p>The national Public Health advice is that anyone who has tested positive for Covid-19 or shows symptoms should self-isolate at home for at least 5 full days, with LFD testing starting from 5 days after the day symptoms started and be undertaken daily until there are two consecutive negative tests at which point self-isolation may end provided the case has no fever/high temperature. The advised self-isolation period for cases ends for all cases after 10 full days from the day following their symptom onset.</p>	Headteacher	M

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	3/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		<p>-Staff and Parents/Carers follow the sickness absence procedure in place at the school</p> <p>-Staff and Pupil attendance records maintained each day.</p> <p>-All staff and pupils adhere to any instructions, advice, guidance, and site rules provided to them.</p> <p>-Weekly updates circulated to Headteachers by Jim Murray-Head of Education and Skills.</p>		<p>In most cases, parents and carers will agree that a pupil or student with the key symptoms or Covid-19 should not attend given the potential risk to others. If a parent or carer insists on their child attending your school where they have a confirmed or suspected case of Covid-19, you can take the decision to refuse them if, in your reasonable judgement, it is necessary to protect others from possible infection with Covid-19.</p> <p>No contact tracing is required to take place in school and routine national contact tracing will end.</p> <p>See School Contingency Plan for further actions in response to above and decide if necessary.</p>		
Staff/Pupils identified as close contacts	L	Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.		-Staff/Pupils identified as close contact will not need to self-isolate.	Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	4/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
2) Lateral Flow Device (LFD) Asymptomatic Testing Site (ATS) testing in schools and LFD testing at home.						
Staff/Pupil with a recent Covid-19 diagnosis	L	Whilst the legal requirement for cases to self-isolate is now removed from 24 th February, adults and children who test positive for Covid-19 will continue to be advised to stay at home and avoid contact with other people.		Guidance for individuals provided by the UK Health Security Agency: https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts	Head Teacher-As required	L
Home Asymptomatic Testing	L	Routine twice weekly LFD testing has ceased for staff and pupils in mainstream schools		Asymptomatic testing can be advised by Public Health as part a local response to an outbreak and DfE will be able to deliver tests for this purpose.	Headteacher	L
Home Positive test result / Displaying symptoms	L	Health advice is that anyone who has tested positive for Covid-19 should self-isolate at home for at least 5 full days, with LFD testing In most cases, parents and carers will agree that a pupil or student with the key symptoms or Covid-19 should not attend given the potential risk to others.		If a parent or carer insists on their child attending your school where they have a confirmed or suspected case of Covid-19, the head teacher can take the decision to refuse them if, in their reasonable judgement, it is necessary to protect others from possible infection with Covid-19.	Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	5/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		There is no requirement for close contacts and household contacts of cases to self-isolate or undertake 7 days of LFD testing and this includes unvaccinated adults. No contact tracing is required to take place in school and routine national contact tracing will end.				
COVID-19 Outbreak	L	See School Contingency Plan for further actions in response to above and decide if necessary.			Headteacher	L
3)Day to day infection control.						
Infection Control within the school	M	-Staff and pupils who experience COVID-19 symptoms recommended to be sent home as soon as possible and asked to self isolate for 5 full days and test from thereon in. -Pupils who experience COVID-19 symptoms are to be collected from school as soon as possible.		-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. --Staff members well being assessed as to whether they are fit enough to make their own way home. Where need identified, next of kin to be contacted. -Consideration be given to gradually introducing traditional school life –	Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	6/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		<p>They are kept 2m apart from all other pupils and staff whilst on site, where possible, in the disabled toilet.</p> <p>-If a pupil needs direct personal care until they can return home, staff wear gloves, an apron, and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.</p> <p>-Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.</p> <p>-Staff/ pupils who test positive or show symptoms for COVID 19 should self-isolate for 5 full days. The self-isolation can end after 5 full days if they test negative on day 5 and 6. The first day is classed as day 0. Self-isolation ends as soon as there are 2 consecutive negative tests on 2 day. The self-isolation period continues to be 10 days.</p> <p>- Infection Control Risk assessment in place to manage other biological hazards within the school community.</p>		<p>during Spring half term, with all routines in place by Summer term.</p>		

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	7/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		-Spillage policy in place.				
Social Distancing within the school building	L	<ul style="list-style-type: none"> -All occupied areas within the school will be ventilated throughout the school day. - Classrooms – monitor CO2 monitors -Good hand and respiratory hygiene demonstrated when moving about the building. -Pupils are supervised when moving about the building – teachers. - Social Distancing is no longer required. 		<ul style="list-style-type: none"> -Although social distancing is no longer a legal requirement for staff and pupils, Headteachers still have a legal duty to ensure the health and safety of their staff and pupils. - Measures for movement in school remain the same – toilet times, lunchtime arrangements and home time procedures. -Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues. Lunchtimes – staff room and small hall available as well as outside picnic tables 	Headteacher	L
4) Maintaining Hand and Respiratory Hygiene.						
Hand and Respiratory Hygiene	H	<ul style="list-style-type: none"> -Handwashing/application of hand sanitiser imbedded in the daily routines of the school. -Supplies of hand sanitiser (60-70% alcohol) available at entrance points and where there are no handwashing facilities around the school site 		-Handwashing guidance and Handwashing Video to be shared with staff so that pupils can be reminded how to wash their hands/apply sanitiser.	Headteacher	M

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	8/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		<p>(Supplies regularly monitored & maintained).</p> <ul style="list-style-type: none"> -Support is provided to pupils who are unable to clean their hands independently, especially where hand sanitiser is used, to prevent hazards such as ingestion -Staff and Pupils wash their hands or apply hand sanitiser (60-70% alcohol); - When they arrive at the school - When they return from break periods - When they change rooms - Before and after eating -Following interventions -Hand, cleaning, and respiratory stations remain within communal and classroom environments. -Sufficient handwashing facilities are available around the school - -Soap hand towels and hand dryers readily available. -Handwashing, and hand sanitiser posters located in Staff and Pupil toilet areas and around the school site. -The school are utilising The e-Bug COVID-19 website resources. 				
Face Coverings	L	Face coverings are no longer advised for pupils, staff and		Staff and pupils should follow wider advice on face coverings outside of	Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	9/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		visitors in classrooms or communal areas.		school, including on transport to and from school. A director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility. (See the stepping measures up and down section). Staff wishing to continue to wear face covering can do so in communal areas if they wish.		
Use of Personal Protective Equipment when supporting pupils	L	-First aid risk assessment in place. -First aid/medication activities carried out in a well-ventilated area at all times. -Supply of PPE readily available; gloves/aprons/face coverings.		-Staff wishing to wear face coverings when providing first aid/medication/personal care support are to be permitted to do so.	Headteacher	L
5)Ventilation around the school site and on public/dedicated transport						
Poor Ventilation	M	-Windows/doors around the school building are opened prior to the start of the school day. -Ventilation is achieved by opening windows, classroom doors and vents.		-Continually remind staff that Office, Classroom doors and windows to be wide open when the room is not occupied. -The school are to identify rooms that don't have natural ventilation/vents or mechanical ventilation and review	Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	10/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		<p>Monitor CO2monitors</p> <ul style="list-style-type: none"> -Unoccupied spaces such as dining halls, studios and sports halls windows and doors are open all day to allow a through put of air around the building. -Classrooms, offices, kitchens, and corridor areas etc. are well ventilated prior to the start of the school day. -Windows in classrooms to be kept open if possible due to weather. -Where available high-level windows opened in preference to low level windows to reduce draughts. -Windows are opened fully during break and lunchtime periods to purge the air in classroom areas. -Internal doors opened to assist with creating a throughput of air. -Where need identified external doors opened where safe to do so. Corridor and hall (nearest entrance) fire doors to be kept shut. -CO2 monitors used to track ventilation. -Where fresh air is not available, then systems should be 		<p>whether alternative workspaces can be utilised.</p> <ul style="list-style-type: none"> -Where a room is in use and there are no means of ventilation ensure that the door is open at all times. -Where need identified staff and pupils advised to wear additional clothing during the Spring term. 		

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	11/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		operated as normal (as long as they are within a single room and supplemented by an outdoor air supply). - -The HSE guidance and CIBSE COVID-19 guidance for ventilation followed.				
6) Cleaning carried out on the school site						
Use and storage of cleaning products	M	-Hand, respiratory, cleaning stations located around the school site. -Staff read the labels of chemicals/substances used to clean surfaces prior to use. -Full Stock check completed in the AutumnTerm regarding available resources /stock currently held. - COSHH and MSDS sheet held for the chemical used and shared with staff carrying out cleaning activities. -Stocks replenished where need identified. -Cleaning products stored away from pupils in the classroom environment.			Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	12/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		<ul style="list-style-type: none"> -Cleaning products stored in designated secure areas around the school site. -All cleaning products clearly labelled and used as directed. -Appropriate PPE worn. 				
Cleaning schedule on the school site	H	<ul style="list-style-type: none"> - COVID-19:cleaning non-healthcare settings outside the home. guidance followed. -Enhanced cleaning schedules put in place at the beginning of the pandemic throughout the school day will continue. -Hand, cleaning, and respiratory stations remain within communal and classroom environments. -Cleaning staff allocated specific areas to clean within the school environment. -Staff will continue to clean surfaces frequently through the day in classrooms. -Where able to pupils clean down work surfaces prior to moving from one room to another -Where staff 'hot desk', work surfaces and equipment cleaned after use. - Communal areas to be cleaned after each group. -Desks, tables, surfaces clear at the end of each day to allow for cleaning of surfaces. 		<ul style="list-style-type: none"> -Where need identified the cleaning, schedule is reviewed, and additional cleaning carried out. - Staff to be responsible within their own areas and in communal areas when using shared utensils, surfaces. 	Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	13/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		<p>-A regular cleaning schedule is maintained. This includes twice daily cleaning (using standard detergent and disinfectant products.) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> -Work surfaces -Toilets -Door Handles/ Access Buttons -Handrails -Light switches -Kitchen areas and associated equipment -Water dispensers/ coolers - Printers/ Photocopiers -Shared resources -Meeting rooms clearly identified if they require cleaning after use. -Office areas -Reprographic areas -Dining tables thoroughly cleaned with detergent and disinfectant prior to each sitting. -Appropriately competent cleaning staff employed at the school to undertake cleaning tasks. -Communal equipment including fridges and kettles etc. wiped down following use. - Cleaning staff will only be required to wear the PPE that 				

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	14/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		they would normally use when undertaking cleaning activities -Spillage policy in place. -Minibuses and cars to be wiped down inside after use. -PE equipment to be wiped down between uses				
Waste from the school site	M	-External bin store in place -Contractor SLA in place to remove waste materials from the school site. -Waste removed from the school building at the end of each day and placed in the designated bin store				L
7)Pupil/Staff Anxiety						
Staff Anxiety	M	-SLT ensure that staff members who have to self-isolate are contacted each week or more frequently where need identified. -Staff workload monitored by the SLT.		-SLT to ensure that information is shared with staff in a timely manner. -Staff to raise concerns with the SLT as and when they arise. -Where need identified refer staff to DCC Occupational Health. -Continue to remind Staff members of the support available from; Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing and the Our Frontline: Wellbeing toolkit for educators brings together a range of resources and support for staff.	Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	15/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
				-The school will utilise sources of support to help those experiencing emotions such as extra mental health support for pupils and teachers . -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.		
Pupil Anxiety	M	-Safeguarding Policy in place and reviewed in line with COVID-19. - Mental Wellbeing continues to be part of the curriculum for the Spring Term. -The school are working with agencies who regularly support their pupils with social and emotional support. -Pastoral support readily available to pupils.		-Staff to raise concerns with their Delegated Safeguarding Lead in the first instance.	Headteacher	L
8) Staff and Pupils previously identified as Clinically Extremely Vulnerable (CEV) or Clinically Vulnerable (CV) in the school community.						
Staff / Pupils	L	Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield		Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their 10 specialist or clinician on additional precautions to	Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	16/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		again. Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19.		take and they should continue to follow that advice.		
Pupils	M	-Individual healthcare plans are in place for identified pupils. -All CEV pupils are attending the school unless they have been advised not to by their GP or clinical specialist, or because they have tested positive for COVID-19 -Professionals supporting pupils who attend the school site are made aware of the schools' current systems of control prior to attending the school site.			Headteacher	L
9) New and Expectant mums in the school community						
New and Expectant Mums	M	-New and Expectant Mum risk assessment in place.		-Where New and Expectant Mum risk assessments have previously been	Headteacher	L

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	17/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
		<p>-The school and New and Expectant Mum are following the guidance NHS Pregnancy and coronavirus (COVID-19).and guidance from The Royal College of Obstetricians & Gynaecologists</p> <p>-Hand, cleaning, and respiratory stations located within the classroom environment.</p> <p>-Working area well ventilated throughout the school day.</p> <p>-New and Expectant mums are aware of the symptoms of COVID-19.</p> <p>-New and Expectant mums are supported by their midwife.</p> <p>-New and expectant mum are given time during work hours to attend all medical appointments as required.</p>		<p>completed, they are to be reviewed during the Autumn Term.</p> <p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p>-New and Expectant Mum to raise concerns with her immediate manager in the first instance.</p> <p>-The new and Expectant Mum is to be advised to follow the guidance-How to avoid catching and spreading coronavirus (COVID-19);</p> <ul style="list-style-type: none"> • Get vaccinated – everyone aged 18 or over can book COVID-19 vaccination appointments now • Wash your hands with soap and water or use hand sanitiser regularly throughout the day <p>-Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues.</p>		

10)Domestic and International Educational Visits

EVOLVE	M	<p>-Visits uploaded to EVOLVE in a timely manner.</p> <p>-Educational visits planning guidance followed.</p>		-When considering booking a new educational visit, whether domestic or international, you are advised to ensure		L
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H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	18/20

Hazards / issue	Risk rating H/M/L	Recommended controls	Yes/No (x ✓ if in place)	Further action to be taken during the Spring Term 2021.	By whom & when	Risk Rating H/M/L
				that any new bookings have adequate financial protection in place.		
11)Professionals/Visitors and Contractors on site.						
Visitors/Contractors and External Support Staff on the school site.	M	-All visitors sign in when they attend the school site. -Hand sanitiser station in place at the main entrance. - Hand sanitiser (60-70% alcohol applied before entering the school building. -Face covering guidance followed. -Main reception area spot cleaned throughout the day.		- Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Meetings to be held in well ventilated areas.		L
Catering Contractors	M			The school's catering contractors are to continue to follow the Working Safely During Coronavirus (COVID-19) .		L

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team - hsteam@durham.gov.uk and 03000 263430.The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

All relevant guidance contained in this document is subject to updates as required.

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	19/20

H&S Manual	Form	Version	Issue Date	Next Review	Page
School BJ	COVID-19 Risk Assessment-	06	Spring 2022 27.2.22	8.4.22	20/20