



# The Aylesbury Vale Academy

COLLABORATING for EXCELLENCE

## Additional Covid-19 School Premises Risk Assessment September 2020

**NB. The measures outlined below will apply to all school organised activities including before and after school care in primary and Results Day(s)**

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
<b>Access Egress</b>					
Pedestrian access to school	Students, staff, parents, visitors, contractors	Spread of disease	<ul style="list-style-type: none"> <li>• Access to and exit from school a one-way system</li> <li>• One Primary Phase entrance to site only and 2 exits</li> <li>• Primary parents given staggered drop off and pick up times</li> <li>• Primary parents 'zoned' in empty car parking spaces for pick up</li> <li>• Staff and sixth form volunteers in Hi Vis vests to advise primary parents of social distancing during pick up and drop off</li> <li>• Secondary parents instructed to remain in secondary car park for pick up</li> <li>• Students crossing car park to use rear entrance:               <ul style="list-style-type: none"> <li>• delivery times scheduled in advance, where possible.</li> <li>• Site to move barriers for student walkway across the car park into place by 8am and remove by 9am, again put in to place at 2.45 and remove just after 4.</li> <li>• Staff located in Hi-vis to supervise students.</li> </ul> </li> <li>• Lines marked outside each building used to designate social distancing and individuals or families remain in the area until called forward (both phases and all entrances)</li> <li>• System communicated to all parents and year group</li> <li>• Hand sanitiser in Receptions</li> <li>• Parent T&amp;C letter to all Primary phase parents</li> <li>• Appropriate conduct induction given to all Secondary students</li> </ul>	Review process after first day	<b>Low</b>
Vehicle access During drop off and collection	Students, staff, parents,	Being hit by moving vehicles	<ul style="list-style-type: none"> <li>• Car park used. No dropping off/pickups from road</li> <li>• Primary parents encouraged to walk to and from school</li> </ul>	Review process after first day	<b>Med</b>

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
	visitors, contractors		<ul style="list-style-type: none"> <li>Secondary pupils encouraged to avoid public transport where possible.</li> <li>Supervised, cordoned 'Safe walkway' created across carpark for students who will enter by rear of building</li> <li>Parent T&amp;C letter to all Primary phase parents</li> </ul>		
<b>Infection outbreak and reporting</b>					
Minimising contact with individuals with symptoms or whose families have symptoms	Students, staff, visitors, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Students only attend if they and all household are symptom free</li> <li>Children and young people who are cared for just in primary care are very unlikely to need to continue to shield pending a gov. update on 1.8.20</li> <li>A small group of children who are 'clinically extremely vulnerable' due to their pre-existing condition will need to continue to shield pending a gov. update on 1.8.20</li> <li>Those pupils who generally remain under the care of a specialist health professional will need to discuss their care</li> <li>Parent T&amp;C letter to all Primary phase parents</li> <li>Appropriate conduct induction given to all Secondary students</li> </ul>	Review if gov.uk advice changes on 1.8.20	Low
Suspected case of Covid-19 in school	Students, staff, visitors, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Students who becomes unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</a>,</li> <li>Parent/carer advised that student must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus.</li> <li>Other members of their household (including any siblings) will be advised to self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>Move the student, awaiting collection, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.</li> <li>Open window for ventilation.</li> <li>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> </ul>		Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>• Identify all others in close contact and prepare contacts list for PHE</li> <li>• Report case to PHE and follow their advice on when patient can return to school/any self-isolation required for other students/staff</li> <li>• As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</li> <li>• If patient needs to use toilet use a separate toilet</li> <li>• Deep clean all areas used or visited by child / staff member</li> <li>• Alert Governors to hazard and actions</li> <li>• Keep up to date with PHE advice and update risk assessment as necessary</li> <li>• Comply with PHE advice on track and trace closing school 'bubbles' as required</li> <li>• Parent T&amp;C letter to all Primary phase parents</li> <li>• Appropriate conduct induction given to all Secondary students</li> </ul>		
Access to testing	Students, staff, visitors, contractors	Spread of disease	<ul style="list-style-type: none"> <li>• Anyone with symptoms over the age of 5 can book a test directly using the government website</li> <li>• Home testing kits (provided by PHE to all schools) will be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested</li> <li>• Key workers will be eligible for priority testing.</li> </ul>		Low
<b>First aid</b>					
First Aid provision	Staff	Cross contamination	<ul style="list-style-type: none"> <li>• Designated Lead First Aider on site at all times (LRI and ACL) with a list of other first aiders available in all shared staff spaces.</li> </ul>	Check PPE provision daily	Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>Lead First Aider on site issued with radio and will visit the area/classroom where there is a medical need in the first instance. Students will not be brought to the medical room in secondary to reduce student movement, unless necessary for isolation or medical room-based treatment need)</li> <li>Designated Staff member on site who can administer medicine</li> <li>Deliver support and welfare as normal within EYFS setting</li> <li>Deliver support and welfare in KS 1,2, 4 &amp; 5 where ever possible in classrooms/Main Hall or as normal in medical room</li> <li>One child in the medical room at a time with maximum 2 adults</li> <li>Seating at 2m distancing outside room to maintain social distancing</li> <li>Training on safe use of PPE given to all staff and protocol for suspected infection</li> <li>PPE (aprons, gloves, masks) used in suspected cases/situations – available to all staff on site</li> </ul>		
First aid kits	Staff, contractors	Cross contamination	<ul style="list-style-type: none"> <li>First Aid kits available for classroom/Main Hall use and outside use if required.</li> <li>First Aid kits delivered to rooms by registered first aider only</li> </ul>	Check daily	<b>Low</b>
PPE	Staff, students, contractors	Cross contamination	<ul style="list-style-type: none"> <li>All secondary students will be expected to wear a face mask in communal areas and corridors unless they are exempt. No one will be expected to wear a face mask in a classroom but they are free to do so.</li> <li>All secondary staff will also be required to wear facemasks in communal areas and corridors unless they are exempt. It is not expected in a classroom but they are free to do so.</li> <li>Primary students are not required to wear face masks, but may do so if they wish.</li> <li>Primary staff are not required to wear face masks, but may do so if they wish.</li> <li>Face masks should be washable, where possible and students should carry a clear plastic sealable bag.</li> <li>Students and Staff will be asked to provide their own facemask; however disposable ones will be available if one is forgotten.</li> <li>Parents will be contacted where secondary students forget their face mask</li> </ul>	Check PPE provision daily	

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>• Face shields are available for staff should they wish to use. Collected daily from the staff room</li> <li>• Gloves available for staff should the wish to use. Collected daily from the staff room.</li> <li>• Disposable aprons available for staff should the wish to use. Collected daily from the staff room.</li> <li>• Anti-bacterial wipes available to all staff/classrooms (students in secondary will clean their own desk at the start of each lesson using an anti bac/disinfectant wipe).</li> <li>• Hand sanitiser available to all staff/classrooms. All secondary students will sanitise hands on entry, dispensed by staff.</li> <li>• Alcohol hand sanitiser risk assessment in place.</li> <li>• Ensure staff know the correct way to use/wash/dispose of PPE.</li> <li>• Lidded bins in each classroom for disposal of tissue and anti bac wipes, emptied daily.</li> <li>• PPE and hazardous materials used in treating students and staff with suspected symptoms placed in yellow bins. Specialist collection in place for these bins</li> <li>• Students will be instructed on the safe putting on and removal of face masks.</li> </ul>		
<b>Hygiene</b>					
Correct hand washing techniques and frequency	Students, staff, contractors	Spread of disease	<ul style="list-style-type: none"> <li>• Students reminded of safe handwashing practises every day</li> <li>• All students wash hands: <ul style="list-style-type: none"> <li>○ Immediately upon arrival for 20 seconds, supervised by staff.</li> <li>○ At the end of every break and lunch</li> </ul> </li> <li>• Cleaning contractors to ensure good supply of soap in toilets</li> <li>• Hand washing signs in all toilets</li> <li>• Hand sanitiser available for staff to use in every room, teaching space, Main Hall, primary hall and Atrium.</li> <li>• Secondary staff dispense sanitiser to every student upon arrival at the classroom.</li> <li>• Staff to sanitise on arrival at every new classroom.</li> <li>• Parent T&amp;C letter to all Primary phase parents</li> <li>• Appropriate conduct induction given to all Secondary students</li> </ul>		<b>Low</b>

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>Students who have allergic reaction to hand sanitizer will be asked (and permitted to leave class) to wash hands as an alternative. Gloves can also be provided for these students.</li> <li>Primary students handwash (supervised by staff) prior to lunch and break and on return to classroom after break.</li> <li>Secondary students sanitise hands (supervised by staff) prior to lunch, whilst in queue (wall mounted hand sanitisers in main hall, Atrium and Sports Hall).</li> </ul>		
Ensuring good respiratory hygiene	Students, staff, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Students reminded of: <ul style="list-style-type: none"> <li>Use of tissues</li> <li>Disposal of tissue in lidded classroom and corridor bins</li> </ul> </li> <li>Catch it, Kill it, Bin it signs in all classrooms, Atrium, halls, receptions, corridors and fire doors</li> <li>Tissues provided in all classrooms, Atrium, Main Hall, Primary Hall, Receptions</li> <li>Lidded bins in all classrooms, Atrium, halls, receptions, corridors and fire doors</li> </ul>		Low
<b>Cleaning</b>					
Classroom surfaces, tables, desks, doors, handles, bannisters, toilets, sinks	Students, staff, contractors	Cross contamination	<ul style="list-style-type: none"> <li>Deep clean prior to school reopening for staff and 1<sup>st</sup> September and students on 3<sup>rd</sup> September.</li> <li>Deep clean all classrooms, Main Hall and Atrium at end of every day. Room tags used to indicate a deep-cleaned room.</li> <li>Use anti-bacterial cleaning products</li> <li>Cleaners to wear appropriate PPE when cleaning</li> <li>Cleaners to clean touchpoints throughout the day (handles, bannisters, toilets, sinks, light switches)</li> <li>Cleaner available for ad-hoc cleaning throughout the day if any illness etc.</li> <li>Unnecessary soft furnishings/toys removed from classrooms</li> <li>Ensure cleaners adhere to 2m social distancing</li> <li>Request and see a copy of Cleaning contractor risk assessment</li> <li>Cleaning regime in place for all rooms and offices and separate cleaning regime for specialist rooms such as kitchens, workshops, science labs etc.</li> </ul>		Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> </ul>		
<b>Bins</b>					
Hazardous waste	Staff, contractors	Cross contamination	<ul style="list-style-type: none"> <li>PPE worn before any handling of waste</li> <li>All waste from potential Covid-19 case to be double bagged and marked as such</li> <li>Removed from building to outside storage area and contractor notified</li> <li>Yellow bins in medical rooms used for non Covid-19 hazardous waste. Specialist collection in place for these bins</li> </ul>		<b>Low</b>
<b>Students</b>					
Classrooms	Students, staff	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>All parents to drop of students (including primary children) in car park (secondary) and car park gate (primary)</li> <li>'Keep your distance' reminder signage throughout the school</li> <li>All Furniture set up to face the front, in rows with no desks touching another</li> <li>Whole Year group assemblies only</li> <li>Allocated space for coats on back of chair</li> <li>Secondary students line up outside classrooms briefly to receive hand sanitiser from teacher.</li> <li>Primary and Secondary students to remain in teaching zones or socialising zones throughout the day, unless moving to specialist teaching rooms.</li> <li>No bags to be brought into school in Primary phase</li> <li>Water bottle kept on own table at all times in both phases</li> <li>Own work books kept on own table at all times in both phases</li> <li>Resources remain with student</li> <li>From the 14/09/2020 all students will be expected to wear a face mask in communal areas and corridors unless they are exempt. No one will be expected to wear a face mask in a classroom but they are free to do so.</li> </ul>	Staff to monitor	<b>Low</b>

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>All students bring own equipment to school. No sharing of equipment. Students unable to provide own equipment will have this issued to them for their exclusive use.</li> <li>Teach from front to maintain 2m distance from students</li> <li>Feedback given verbally or briefly to minimise proximity with student</li> <li>Open windows/prop non fire doors open</li> <li>Remove all unnecessary toys/resources/soft furnishings</li> <li>Outdoor space rota for outdoor learning</li> <li>Parent T&amp;C letter to all Primary phase parents</li> <li>Appropriate conduct induction given to all Secondary students</li> </ul>		
Computer keyboards used by staff, students	Students, staff, contractors	Cross contamination	<ul style="list-style-type: none"> <li>Allocate computer/tablet per child if possible for day, if needed.</li> <li>All students issued anti-bacterial wipe to wipe keyboard, mouse and screen before use.</li> <li>Screen behind monitors where PCs or MACs face each other</li> </ul>		Low
P.E.	Staff, students	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>PE outside only</li> <li>Non-contact games and activities in both phases</li> <li>Limit equipment</li> <li>Identify equipment for cleaning at end of day</li> <li>Changing rooms cleaned after each use.</li> <li>PE equipment allocated to specific year group 'bubbles'</li> </ul>		Low
Library	Staff, students	Cross contamination	<ul style="list-style-type: none"> <li>Closed to mixed groups.</li> <li>Use for interventions for students of the same year/phase group only.</li> </ul>		Low
<b>Playtime/Breaks</b>					
Breaks	Students, staff	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>Staggered break and lunchtime for all 'bubbles'</li> <li>Primary students handwash (supervised by staff) prior to lunch and break and on return to classroom after break.</li> <li>Secondary students sanitise (supervised by staff) prior to lunch, whilst in queue (wall mounted hand sanitisers in main hall and Atrium)</li> <li>Handwashing after break in primary phase</li> <li>Secondary students instructed to hand wash but all to sanitise on return to classroom.</li> </ul>		Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
Internal play equipment	Students, staff	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>Limit equipment out at one time (primary)</li> <li>Remove soft furnishings and equipment that cannot be safely washed between students or at end of day</li> <li>Use anti-bacterial wipes to wash equipment after use</li> </ul>		Low
Outdoor play equipment	Students, staff, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>Phase groups have own box of equipment</li> <li>Remove soft furnishings and equipment that cannot be safely washed between students or at end of day</li> <li>Wipe down at end of day</li> <li>Pirate ship closed during autumn term in line with seasonal H&amp;S</li> </ul>		Low
<b>Toilets</b>					
Toilet access and use	Students, staff, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>Toilets monitored.</li> <li>One-way system for each toilet. Toilet in and out signage used</li> <li>Toilets, sinks, doors and handles wiped down regularly throughout day</li> <li>Designated toilets in use for phase/year groups. No mixing of years/phases for toilet use.</li> </ul>		Low
<b>Stairs</b>					
Access and egress	Students, staff, contractors	Cross contamination, spread of disease, personal injury	<ul style="list-style-type: none"> <li>All year groups/phases enter the building through separate, designated entrances.</li> <li>All year groups/phases exit the building through separate, designated exits</li> <li>No passing on stairs. 'Keep left policy' in place for corridors and stairs and strictly enforced. Corridor floors marked to keep students left.</li> <li>Students wash hands immediately upon arrival for 20 minutes, supervised by staff.</li> <li>Secondary students 'held' in Main Hall, Sports Hall or Atrium according to year groups immediately after entering and handwashing before being escorted to teaching zones.</li> </ul>		Low
<b>Off site visits</b>					
Trips	Students, staff, volunteers	Spread of disease	<ul style="list-style-type: none"> <li>All overnight and overseas trips have been cancelled until further notice</li> </ul>		Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>All planned day trips offered as part of the curriculum will be reviewed on a case by case basis. Individual risk assessments will be written in each case as per standard procedure.</li> </ul>		
<b>Behaviour</b>					
Student Behaviour	Students, staff, contractors	Spread of disease	<ul style="list-style-type: none"> <li>Parent T&amp;C letter to all Primary phase parents</li> <li>Appropriate conduct induction given to all Secondary students</li> <li>Secondary: Any student placing other students at risk through their behaviour will be sanctioned and may be asked to leave the site immediately following parental contact.</li> <li>Primary: Parents will be contacted to remove any child placing other students at risk through their behaviour.</li> </ul>	Behaviour Policy Updated	<b>Low</b>
<b>Staff</b>					
Individual staff risks	Staff	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>All staff have an individual additional risk assessment matched to their individual circumstances for a return to work on 1<sup>st</sup> September 2020</li> <li>Staff identified as vulnerable (including pregnant staff) have had a one to one conversation to discuss additional measures required. RAs held by HR team.</li> </ul>		<b>Low</b>
Staff Training	Staff, students, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>All staff training to take place in large spaces with staff seated 2m apart.</li> <li>Staff trained on social distancing, hygiene measures in INSET Days</li> <li>Staff handbook on re-opening to outline all safety measures</li> <li>Staff to all read Risk Assessment</li> </ul>		<b>Low</b>
Offices	Staff, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>Maintain social distancing 2m apart at all times</li> <li>Staff remain in designated offices as far as possible</li> <li>Keep reception windows to entrance hallway closed, only open slightly to talk to parents / visitors – reminded should not be on site</li> <li>Keep office window to outside open when possible</li> <li>Keep non fire doors open</li> <li>Staff wipe own keyboards down at end of day</li> <li>Staff wipe own phone down at end of day</li> <li>Anti-bacterial wipes available for use</li> </ul>		<b>Low</b>

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
Staff Rooms	Staff, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>Maintain social distancing 2m apart at all times</li> <li>Wash hands before and after using equipment</li> <li>Anti-bacterial wipes and hand sanitiser available</li> <li>Tea/coffee facilities may be used</li> <li>Photocopier may be used</li> <li>Staffroom for short term visits</li> <li>Second staff room available with PCs for staff to work</li> <li>Cleaned daily</li> </ul>		Low
Store Rooms	Staff, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>Limit to one person at a time</li> <li>Clean door handles after use</li> </ul>		Low
<b>Public Transport</b>					
Dedicated school transport			<ul style="list-style-type: none"> <li>All students advised to avoid the use of shared public transport where possible.</li> <li>Students aged 11 or above are expected to wear face masks.</li> <li>Termly bus passes will need to be purchased in advance to aid track and trace.</li> <li>Students advised to sit in year group 'bubbles'.</li> <li>Staff will monitor alighting on busses at the end of the day to ensure social distancing.</li> <li>Parents written to regarding social distancing measures and expectations</li> </ul>		Low
Public service routes			<ul style="list-style-type: none"> <li>All students advised to avoid the use of shared public transport where possible.</li> <li>Students aged 11 or above are expected to wear face masks.</li> <li>Termly bus passes will need to be purchased in advance to aid track and trace.</li> <li>Students advised to sit in year group 'bubbles', where possible</li> <li>Staff will monitor alighting on busses at the end of the day to ensure social distancing.</li> <li>Parents written to regarding social distancing measures and expectations</li> </ul>		Low
<b>Caretakers</b>					
Covid-19 awareness	Staff, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>Ensure adhere to 2m social distancing where possible</li> </ul>		Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>Monitor access away from students/staff – separate times if possible</li> <li>Request and see a copy of own risk assessment</li> </ul>		
Evacuating the school	Students, staff, visitors, contractors	Personal injury	<ul style="list-style-type: none"> <li>Reminder to all students of fire evacuation process</li> </ul>		Low
<b>Grounds Maintenance</b>					
Grass cutting etc.	Staff, contractor	Spread of disease, personal injury	<ul style="list-style-type: none"> <li>Onsite only when students are indoors</li> <li>Ensure adhere to 2m social distancing where possible</li> <li>Request and see a copy of own risk assessment</li> </ul>		Low
<b>Caterers</b>					
Kitchen	Staff, students, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>Check caterers have own risk assessment and ask for a copy</li> <li>Ensure adhere to 2m social distancing where possible</li> <li>Kitchen staff adhere to whole school system of controls.</li> </ul>		Low
<b>Contractors/Visitors</b>					
External contractors on site	Staff, students, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>All non-essential work postponed</li> <li>Only essential visitors are allowed to enter the Academy. These may include: <ul style="list-style-type: none"> <li>Contractors carrying out essential maintenance</li> <li>Specialists working with students on a one to one basis such as social care, CAMHS, police etc. who are involved in student wellbeing.</li> <li>Supply teaching staff</li> <li>Peripatetic music teachers</li> <li>Visitors who offer training as part of the curriculum</li> </ul> </li> <li>Any contractor work that needs to go ahead is booked in by Facilities Manager to ensure no/minimal contact with students and staff.</li> <li>Contact details for external visitors recorded.</li> <li>Entry and exit to site monitored</li> <li>Ensure all contractors aware of social distancing, hygiene rules, including sanitising hands on arrival. Facemasks are to be worn at all times</li> <li>A record will be kept of all visitors to the school.</li> </ul>		Low

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
			<ul style="list-style-type: none"> <li>• Staff requiring visitors to come to the Academy for a visit will need to be authorised by SLT</li> <li>• Visitors will wait outside until admitted by the Receptionist, there is a barrier in place to prevent close contact.</li> <li>• Wipes and sanitiser are located in Reception for all visitors to use prior to entering</li> <li>• All visitors are to wear a mask when entering the Academy.</li> <li>• Parents who wish to drop off essential items will be asked to wipe down the item before dropping it in a box located at reception.</li> </ul>		
<b>Lettings</b>					
External use of facilities	Staff, students, contractors	Cross contamination, spread of disease	<ul style="list-style-type: none"> <li>• Contact details for external visitors recorded.</li> <li>• External lettings from August onwards.</li> <li>• No use of internal facilities.</li> <li>• Separate risk assessment in place for lettings</li> </ul>	Will be reviewed in line with government guidance.	<b>Low</b>

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.