

School Covid 19 Risk Assessment – March 2022



Name of School	Brinkworth Earl Danby's CE Primary (Upper School)
Name of Headteacher	Laura Hilliard
Assessment completed by	Laura Hilliard
Assessment date	March 2022

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff, visitors and pupils who may be unfamiliar with the site.

Use the template to prepare a bespoke risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

This, and other separate risk assessments required for specialist situations as set out in the template below, do not need to be submitted to the local authority but should be available for scrutiny from the local authority or HSE enforcement officers.

During a time where infection is minimal, regular cleaning & handwashing will continue. All staff & children should remain at home if they are unwell and experiencing symptoms.

Where infections start rising, Public Health will be notified and further action taken.

The information below will come into force to prevent further spread of infections.

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Symptomatic or other high-risk personnel attending school site		
	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.</p> <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p>	<p>Information will be given to parents using the Parent Information sheet from the DfE</p> <p>Information will be given to staff through training and dissemination of information (FAQ's etc)</p> <p>All staff will be requested to complete the risk assessment.</p> <p>Testing will continue for staff.</p> <p>Remote learning will continue through Powerpoints as previously agreed. Teams will be used for remote lessons where the whole class is isolated.</p>
1. Maintaining distancing and reducing contact – entrance and exit routes		
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede	<ul style="list-style-type: none"> • Arrange separate 'holding' areas for each group to minimise contact (ideally these should be outside if weather permits) 	Staff will be on duty to supervise children and encourage distancing.

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effectiveness of staggered start/finish times of school day	<ul style="list-style-type: none"> • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<p>Parents will be encouraged to socially distance.</p> <p>Children will exit school from different exits to encourage distancing. This will be supervised by a member of staff.</p>
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where changes to start/end of day apply. • Staff on duty to supervise. 	<p>Drop off time starts at 8.30am.</p> <p>Parents encouraged to socially distance at the end of the day – children to be released from separate doors.</p>
2. Maintaining distancing and reducing contact – internal areas and play areas		
Pupil numbers and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. 	<ul style="list-style-type: none"> • Staff to consider the layout of their classroom that works for them in terms of well being & class organisation

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	<ul style="list-style-type: none"> • Pupils can reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in upto year sized groups. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils sat side by side. • Floor markings to illustrate 2m areas around teaching positions. • Children to remain at their desks when in the room. • Children to use the same desk each day. • Lessons planned for individual work as opposed to close group work. • Distancing and reducing contact to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. 	<ul style="list-style-type: none"> • Children to continue to remain at their desks. Minimal movement around school during class& break times. • Children to have set places within the classroom. • Continue to encourage distancing and reduced contact between classes inside. • Staff to continue to use the outdoor space as additional teaching areas.
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> • Minimise movements of whole groups and individuals outside of the classroom. • Use of a one way system around the school. • A 'walk on the left' policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). 	<ul style="list-style-type: none"> • Minimal movement around school during class& break times. • Encourage children to walk on one side of corridors where possible. • Children to keep their belongings within their classroom space. • Staff can opt to wear face coverings at this time where they feel this is appropriate.

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	<ul style="list-style-type: none"> • Lane markings on floor and distancing markings in areas where queuing is likely. • Areas not in use to be closed off (not escape routes). • Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. • Signage. • School assemblies to be completed electronically • Acts of worship and other typically communal events to take place in groups (not whole school) • Face coverings to be worn by adults in Primary schools in areas where distancing cannot be maintained indoors but outside of the classroom. Optional 	
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. • Where practicable avoid different groups using the same facilities at the same time. • Distance markings on floor in queuing area 	<ul style="list-style-type: none"> • Continue to minimise class mixing in the toilets. • Encourage children to socially distance where possible.
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> • Staggered break and lunch times. • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Limit use of outdoor play equipment to designated groups at fixed periods • Games which encourage distancing and reduce contact. • Staff supervision to maintain standards. • Catering contractors and other food provision has been subject to specific risk assessment. 	<ul style="list-style-type: none"> • All children to line up in their separate classes – socially distance the lines. • Staff to supervise the children, socially distancing themselves from other staff where possible. • Ensure continued supervision of children at all times – lines of sight, appropriate games, activities & behaviours.
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	

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Other	<ul style="list-style-type: none"> All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible. 	<ul style="list-style-type: none"> Continue to socially distance from other adults.
3. Hygiene and Cleaning		
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<p>A regular cleaning schedule should be maintained. This should include daily cleaning of frequently touched surfaces (using detergent and hot water followed by a chlorine based disinfectant solution):</p> <ul style="list-style-type: none"> Toilets Door Handles/ Access Buttons Kitchen areas and associated equipment Water dispensers/ coolers Printers/ Photocopiers White Boards Play Equipment Shared resources PPE to be worn by cleaning staff as dictated by risk assessment. 	<p>Clear guidance to Direct Cleaning</p> <p>Staff to ensure the classroom is as tidy as possible with surfaces free/equipment put away</p> <p>Toilet and sinks cleaned in the middle of the day by staff</p> <p>EYFS children to have warm soapy water with activities to clean during the day.</p> <p>PPE worn by cleaning staff as directed by Direct Cleaning</p> <p>Staff (admin team & caretaker)/cleaners to clean door handles, exit buttons in their area. Nominated staff to clean communal areas.</p>
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative Extra signage to encourage washing hands. Ensure help is available for children who cannot clean their hands independently. Hand gel dispensers at strategic locations around the site to complement handwashing facilities. 	<ul style="list-style-type: none"> Hand gel dispensers outside each classroom. Hand gel available outside. Hand gel available outside HT office/ admin office/ staffroom. Children to handwash on entry to school. Further handwashing before and after break, before and after lunch, at the end of the day, after using the toilet. Skin friendly wipes are available. Activities & posters to remind everyone.

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	<ul style="list-style-type: none"> Supplies of tissues and lidded bins in each teaching space and classroom. Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. 	<ul style="list-style-type: none"> PE kit to be worn all day on PE days. Soap available in the classroom and toilet areas. Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff through posters and teaching
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> COSHH assessment to be carried out for any new cleaning/sanitising products in use. Additional cleaning staff to be made aware of the COSHH risk assessments. Appropriate storage of hazardous substances. Material data sheets to be made available for new and existing products. 	<ul style="list-style-type: none"> COSHH regulations followed by all staff. Normal cleaning materials to be used. Hand gel to be noted. COSHH paperwork to be kept for any new cleaning products brought onto site and regulations followed rigorously. Cleaning substances to be kept locked away. Staff to know how to obtain additional cleaning products as needed.
4. Site and Buildings		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> Site visits only by pre-arrangement. A record of some visitors must be kept for 21 days specific guidance Zones/markings in Reception areas. Information/signage for visitors informing them of the infection control procedures. Deliveries and visits outside of school opening hours where possible. Provision of hand sanitiser at main school entrance. Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. Adult visitors to be encouraged to wear face covering unless exempt. 	<ul style="list-style-type: none"> Visitors to site by prior appointment only. Signage at the school gate for visitors/deliveries. All deliveries to be organised outside school hours where possible. Clear signage for deliveries where they have to be during the school day. Hand gel at school entrance. Deliveries to be left outside the school office. Any visitors on site will be required to leave contact details for 21 days. Information to be kept securely in the admin office. Updated Visitor & supply guidance adhered to
Changes affect normal emergency procedures.	Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check: <ul style="list-style-type: none"> All fire doors are operational at all times 	<ul style="list-style-type: none"> Clear instructions for staff and pupils on emergency evacuation procedures. Fire doors are operational

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	<ul style="list-style-type: none"> • Fire alarm system and emergency lights have been tested and are fully operational. • Review of fire assembly points to accommodate reduced contact and distancing where practicable. • Fire drill practice to train new arrangements. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> • Spots on the playground for fire assembly points. • Regular fire drills to reinforce the procedures. <p>Current plans make it difficult to move all children & staff to the Lower School site. Pupils will need to be moved to the church where parents can pick them up if there is a major disruption during the day.</p>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. 	<ul style="list-style-type: none"> • External door to admin area and car park external door to be kept securely closed • School gates to be closed during the day.
Building checks not taken place	<ul style="list-style-type: none"> • All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	<ul style="list-style-type: none"> • All compliance checks to continue as per usual timetable <p>Caretaker to continue to complete daily/ weekly/ monthly checks as agreed.</p>
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> • Make use of existing mechanical ventilation systems preferably drawing on fresh air. • Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air (but not fire doors in unoccupied parts) • Opening external doors may also be used provided security is not unduly compromised • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. • Carbon monoxide monitors are to be provided by central government to help identify poorly ventilated areas 	<ul style="list-style-type: none"> • Doors and windows to be kept open where possible to aid good ventilation. • Open external doors only when the rooms are occupied. <p>On cold days open upper windows or open windows during break times to ensure a comfortable working temperature.</p>
5. Equipment and furniture		

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<p>Shared play equipment increases the risk of transmission.</p>	<ul style="list-style-type: none"> • Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. • Outdoor equipment should be cleaned more frequently than normal. • Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. • Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. 	<p><i>None of the control measures listed in the middle column for this section are now mandatory.</i></p> <p><i>However, some measures may remain useful to retain for the minimalisation of transmission risks and staff/parent confidence. Each school should delete those that are no longer to be applied; and add local details for those that remain in place.</i></p> <ul style="list-style-type: none"> • Soft toys and difficult to clean play equipment to be removed. • Classes to use different PE equipment for the term which is cleaned before passed to another class to use in the next term
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Remove unnecessary items from the classrooms and store elsewhere. • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources in minimised. • Any crockery/cutlery used must be cleaned thoroughly. 	<ul style="list-style-type: none"> • Regular handwashing by children and staff. (See above) • All unnecessary equipment to be removed from the classrooms. Storage furniture to be turned around where it cannot be moved from the classroom. • Staff/cleaners to clean door handles, exit buttons in their area. Nominated staff to clean communal areas. • Individual zipped wallets for each child having school equipment. Pencil cases, book bags not to be brought in. • Cleaners to clean each classroom – staff to ensure areas are kept clear to enable cleaning. • Lessons agreed between staff & timetabled to facilitate any sharing of resources • Crockery & cutlery to be washed in the dishwasher.

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6. Health and Wellbeing		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. • If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. • Use of staff from other schools (by agreement). 	<p><i>Each school to add here, the local details of how these measures will be applied, communicated and monitored.</i></p> <ul style="list-style-type: none"> • Audit of staff undertaken. • Attendance register of staff taken regularly. • Staff to continue with the agreed procedure for contacting the headteacher if unwell. <p>Regular school staff to be used to support teaching – HLTA's/ cover supervisors.</p>
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child. • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<ul style="list-style-type: none"> • Any ill person to be moved to the HT office. • Child to be supervised by one member of staff (usually class TA). • Room to be ventilated. • PPE to be worn • Parent to be informed and must collect their child as quickly as possible. • Deep clean of office/ classroom after child has gone home. • Follow PHE advice following a person becoming ill with covid-19 symptoms. • Additional PPE to be kept in HT office.
Absence of measures to address localised enhanced covid transmission chain	<ul style="list-style-type: none"> • Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures regarding: <ul style="list-style-type: none"> ○ Good hygiene ○ Appropriate cleaning regimes ○ Keeping occupied spaces well ventilated 	<ul style="list-style-type: none"> • Senior leaders to take advice from PHE when cases of Covid19 are identified. • Engage fully with NHS Test & Trace • Senior staff to ensure the risk assessment requirements are followed

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	<ul style="list-style-type: none"> ○ Following Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19. ● Local school management plan is in place and relevant staff have been made aware ● Remote education plans in place ● Engage fully with NHS Test & Trace ● Schools should make themselves familiar with the Contingency Framework document. 	<ul style="list-style-type: none"> ● Remote education discussed regularly at SDMs to ensure it can be quickly put in place. ● Use the contingency framework document to identify any additional actions needed.
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> ● Staff risk assessment tool being used to assess those in higher risk groups. ● Staff aware of risk assessment process and able to contribute. ● Staff meetings and communication. ● Defined wellbeing support measures for staff. ● Designated staff rest areas. 	<ul style="list-style-type: none"> ● Staff risk assessment tool used and higher risk staff/ volunteers identified. ● Staff have been involved in the risk assessment process ● Governors and parent governors have been informed of the risk assessment tool. ● Staff to contact the head teacher if they have any worries/ concerns. ● Staff to ensure they take their breaks as agreed. ● Staff to ensure that they know of well being telephone lines/ websites for support. ● Meetings can take place in a well ventilated space. ● Staffroom available to staff
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> ● Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. ● Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<ul style="list-style-type: none"> ● Volunteers can now come into school when agreed by SLT ● When volunteers are invited into school the above measures will be put in place to support their health and well being. <p>Two volunteers have already been identified by the risk assessment tool as being extremely high risk.</p> <p>Updated Visitor & supply guidance adhered to</p>

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Pupil wellbeing is impacted by the current situation causing physical and mental ill health.	<ul style="list-style-type: none"> • Children to have allocated teacher and TA where possible. • Reduced time in school to ensure transition from home to school is successful. • Curriculum to support children’s well-being. • Provide opportunities to talk about their experiences/concerns. • Pastoral activities • School Effectiveness guidance on Right Choice 	<ul style="list-style-type: none"> • Teacher and TA designated to each class • Discussion with parents for pupils who find the transition to school difficult – individual plans agreed. • PSHE activities planned to support classes/ individuals as needed. <p>ELSA TA’s on site.</p>
First aid provision	<ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less coverage than normal. • If provision is less than usual, minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. • Paediatric First Aid provision is available for under 5’s. 	<ul style="list-style-type: none"> • Virtually all staff are first aid trained. (List in office) • Designated staff are paediatric first aid trained. • Usual first aid kits in each classroom. Larger kit in the admin office. • Medication to be stored safely in office. <p>PPE available in each classroom.</p>
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed. 	<ul style="list-style-type: none"> • Currently, one child requires an auto injector on this site. • All staff have been given the update paperwork and will have completed this before the start of term. Certificates will be kept in the admin office. <p>Auto injector medication will be securely kept in the office as agreed with parents. Child also carries an auto injector.</p>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child’s behaviour puts staff at risk. • 1:1 teaching to be done with reduced contact. 	<ul style="list-style-type: none"> • Revised behaviour plan drawn up. • Parents given clear reminders that poor behaviour will not be tolerated. • Risk assessment with parent for any child with poor behaviour. Agreed protocol to be put in place. • PPE available in all classrooms.
7. Risk assessments and Policies		

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Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> • Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. • Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk. • One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. • Lettings of facilities will be subject to separate risk assessment. • School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment. • Behaviour policy amended to reflect covid-19 protocols. • Off-site learning outside of the classroom activities will be subject to a separate risk assessment. 	<p><i>Each school to add here, the local details of how these measures will be communicated and monitored.</i></p> <ul style="list-style-type: none"> • All risk assessments to be reviewed before the start of term to ensure they comply with Covid19 guidance as well as H&S requirements • Add any control measures to all risk assessments • Review all curriculum risk assessments in line with covid19 guidance • Ensure that any LOTC risk assessments are completed and put on Evolve. • PTA activities will need to follow usual procedures and risk assessments. • External clubs will be required to produce a separate risk assessment taking into account the school risk assessment for covid 19. • The behaviour policy has been amended following the LA advice.
8. Monitoring		
Control measures set out in this risk assessment do not prove effective Levels of compliance are inadequate	<ul style="list-style-type: none"> • Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils • Non-compliance will be addressed immediately • Regular communication with staff on the outcomes of the monitoring • LA H&S Advisers are able to visit the school site to assess compliance 	<p><i>Each school to add here, the local details of how these measures will be communicated and monitored.</i></p> <ul style="list-style-type: none"> • The HT/ DHT will continue to monitor the control measures in this risk assessment. • The HT/ DHT will ensure that all stakeholders are aware of the risk assessment and monitor the level of compliance.

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		<ul style="list-style-type: none"> • The HT/ DHT will address non-compliance first through reminders and then through further means as necessary. • The HT/DHT will remind and inform all stakeholders of compliance regularly at meetings.

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Laura Hilliard	
Signature of Headteacher		Date: March 2022
Name of Chair of Governors	Ella Morgan	
Signature of Chair of Governors		Date:
Date of review	September 2022	