

**How we reduce the risk of spreading Covid-19 in our school.  
(Daily procedures/systems)**

<b>Location / Site</b>	
MENSTON PRIMARY SCHOOL	
<b>Activity / Procedure</b>	
Regular review of risk assessment	
<p>This risk assessment is only conditional and will be subject to constant review and amendment. It could also be eradicated or deferred if the decision is made not to open school. The school's SLT (Senior Leadership Team) review this assessment fortnightly on Mondays</p> <p>Most recent review and <b>update November 29<sup>th</sup> 2021</b></p> <p><b>Updates are in red text.</b></p>	

<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>

On 29 November 2021, the Department for Education updated its [Schools COVID-19 operational guidance](#) in response to the Omicron variant (classed as a Variant of Concern).

Changes in red in this risk assessment reflect changes to national guidance.

**You must always:**

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.**

**Updated guidance from 29 November:**

1. In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. Face coverings do not need to be worn when outdoors.
2. All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and [follow rules on isolation following a positive test](#). Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine. Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.

## MENSTON PRIMARY SCHOOL

3. All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.

This Risk Assessment has been written with regard to the most recent Government guidance – [Schools COVID-19 operational guidance](#)

All staff have regard to all relevant guidance and legislation including, but not limited to, the following:

- [The Health Protection \(Notification\) Regulations 2010](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- [Health protection in schools and other childcare facilities'](#)
- [Actions for early years and childcare settings during the coronavirus \(COVID-19\) outbreak](#)
- [Schools Operational Guidance](#)

The school keeps up-to-date with advice issued by, but not limited to, the following:

DfE, NHS, [United Kingdom Health Security Agency \(UKHSA\)](#), Department of Health and Social Care, The school's local health protection team (HPT)

Headteacher's comments
<p>School staff have worked together on these assessments and they have been monitored by the Chair and Vice Chair of the Governing Body who have visited the site to see how we have prepared and to talk to staff to see how they have been involved in producing this risk assessment.</p> <p>In line with DfE guidance, the school has produced an <a href="#">Outbreak Management Plan</a> which outlines our response in the event of a local or national outbreak.</p>

## Order of Contents

Risk
Misunderstanding of procedures by families and staff.
General risk of spreading the virus in school
Visitors bringing virus into school
Lack of social distancing by children and adults at drop off and collection times
Lack of social distancing in classrooms
Contact of shared resources
Lack of social distancing and hygiene in toilets
Lack of social distancing at playtimes and lunchtimes
Lack of social distancing when eating lunch
Lack of social distancing in the corridors
First aid and intimate care - risk of spreading virus due to very close contact with children 1:1
Infection due to lack of enhanced cleaning
Harm from cleaning products
Child anxiety
Staff anxiety
Lack of social distancing and good hygiene in administration offices
Lack of social distancing in the KS1 main entrance outer lobby, main office corridor, copier room and isolation room
Foundation Stage
Staffroom
Link (planning) Room

MENSTON PRIMARY SCHOOL

<b>Identify hazard</b>		Families or staff not understanding when to isolate/get a test/report a test result etc. leading to 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>			
<p>The shielding programme has now ended in England.</p> <p>Updated government guidance for people previously considered clinically extremely vulnerable from COVID-19 can be accessed <a href="#">here</a>.</p> <p>Communicate regularly with families, using website, Schoolcomms and class pages to make all procedures clear and understood. Where appropriate involve children in this.</p> <p>Also the Stay at home guidance for households with possible or confirmed coronavirus (Covid-19) infection</p> <p><b>And</b> <a href="#">Guidance for households with grandparents, parents and children living together where someone is at increased risk or has symptoms of coronavirus (COVID-19) infection</a></p> <p><b>And</b> Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a></p> <p>If testing for Covid-19 is needed, please follow guidance on <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</a>. Regular rapid testing for people with no symptoms of Covid-19 is now available. Guidance on this can be found <a href="#">here</a>.</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a> and <a href="#">Bradford Council Health Protection Team information page</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate and book a test if they develop them in school.</li> <li>• <a href="#">Self-isolate</a> if they test positive for COVID-19 for the recommended time period.</li> </ul> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>School requests that parents and staff inform them immediately of the results of a test.</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>

**MENSTON PRIMARY SCHOOL**

<b><u>Identify hazard</u></b>		<b>General risk of spreading virus due to contact with those who have 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>			
<p><b>Minimise contact with individuals who are unwell by ensuring that children or staff who have coronavirus symptoms do not attend school. Ensure that school expectations and advice from Public Health England is widely known and understood by the school community</b></p> <ol style="list-style-type: none"> <li>1. Frequent reminders to parents not to send children to school if their child has symptoms of Covid-19. Refer parents to updated guidance: <a href="#">Updated Guidance for parents</a></li> <li>2. Hand gel dispensers at main entry points and in each classroom.</li> <li>3. Ensure that all adults and children:             <ol style="list-style-type: none"> <li>a. frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>b. clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>c. are encouraged not to touch their mouth, eyes and nose</li> <li>d. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ol> </li> <li>4. Handwashing and sanitising to be adult supervised and taught every day.</li> <li>5. Large quantities of hand gel in stock and dispensers refilled regularly</li> <li>6. Extra soap dispensers and re-fills in each classroom</li> <li>7. Teach and remind children how to wash hands properly – videos and posters</li> <li>8. Procedure agreed for children to thoroughly wash hands.</li> <li>9. Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the updated <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>10. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Double bag tissues.</li> <li>11. Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>12. All spaces should be well ventilated using natural ventilation (opening windows and doors)</li> <li>13. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Ensure that exterior gates are kept locked during the day. When these are opened they must be staffed in order to prevent children being abducted, absconding or trespass from unauthorised individuals.</li> <li>14. <b>Face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</b></li> <li>15. <b>Implement aspects of our <a href="#">Outbreak Management Plan</a> wherever the threshold is reached. This may include implementing attendance restrictions and/or limiting open days, parental attendance in school, live performances, transition days and educational visits.</b></li> </ol>			
<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>		<b>Visitors to the school being exposed to and/or transmitting 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	

## MENSTON PRIMARY SCHOOL

1. In primary schools, it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.
2. All visitors to enter school via St Peter's Way entrance
3. No entry to the school without a pre-arranged appointment
4. All visitors to be sent a copy of the visitor risk assessment prior to attending their pre-arranged appointment.
5. Appointments are scheduled for outside of the school day where possible
6. A member of the SLT will communicate with visitors who deliver more regular educational sessions regarding what procedures they must follow, in line with the guidelines set for other members of school staff
7. Contractors will only be allowed on site with permission given by a member of SLT
8. Inventory system updated for visitors to confirm:
  - They do not have any symptoms of Covid-19
  - They have not been told to self-isolate under Government Tract & Trace or are awaiting results of a test
  - They have not travelled to any country on the government quarantine list in line with the most recent [red, amber, green list guidance](#)
9. Signage displayed in the entrance area summarising the key controls for visitors
10. Hand sanitiser must be used on arrival
11. Visitors must observe all directional and hygiene signage displayed in school.
12. Visitors should observe social distancing of from other adults and children in school buildings where possible
13. The duration of the visit should not extend beyond what is necessary to achieve the purpose of the visit
14. Adopt the 'Catch it, Kill it, Bin it' approach – please cough or sneeze into a tissue or your elbow
15. Any visitors who need to use the toilet whilst on site must ask a member of the admin team who will direct them further
16. Visitors who become unwell with coronavirus symptoms whilst on site are asked to go home immediately.
17. Any school equipment used by the visitor should be cleaned in accordance with the main/their own risk assessments.

<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>		<b>Lack of social distancing by children and adults at drop off and collection times 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><u>Control measures</u></b>			
<p>Although national guidance states that social distancing is no longer necessary, we feel that maintaining a level of social distancing on our school site will help to mitigate risk of transmission.</p> <ol style="list-style-type: none"> <li>1. One way systems to prevent pinch points on the school site.</li> <li>2. Wherever possible, parents to communicate concerns and messages with teachers via e-mails or via telephone calls.</li> <li>3. Ten minute 'window' for drop off and pick up time to allow parents to make appropriate decisions to help maintain social distancing</li> <li>4. Allocated gates for parents/children in different year groups to arrive and leave from</li> <li>5. Allocated doors for children to use – supervised by teacher/ TA</li> <li>6. SLT to be on duty to monitor and remind families of procedures wherever needed.</li> </ol>			
<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>

**MENSTON PRIMARY SCHOOL**

<b><u>Identify hazard</u></b>		<b>Lack of ventilation and appropriate personal hygiene in the classroom 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><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Promote and encourage frequent outdoor learning/activity.</li> <li>2. Hygiene routines regularly revised with the children – (include instructions how to line up, use of toilet, moving around the classroom etc.)</li> <li>3. Hygiene routines and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</li> <li>4. Children who are not adhering to hygiene routines are quickly identified and remedial action taken to reinforce the need for hygiene routines</li> <li>5. Lessons planned which maximise opportunities for outdoor learning.</li> <li>6. Lunchboxes kept on trolleys outside the classrooms in KS2 and in designated areas in classrooms in KS1/ EYFS.</li> <li>7. Ensure that frequent hand washing/ sanitising takes place throughout the day. Where possible and appropriate use outdoor sinks. Reduce shared touch.</li> <li>8. Frequent spraying/ cleaning of desks/ door handles etc. throughout the day.</li> <li>9. Actively teach 'catch it, bin it, kill it' and double bag tissues</li> <li>10. Windows and doors are routinely open to allow good ventilation Guidance from Bradford District Council Public Health Team (April 2021): Open the windows for at least 15min 3x day (before/after classes plus one more time)</li> <li>11. Digital CO2 monitors are used to monitor temperature and air quality in rooms. Air quality – when this reaches 1000 parts per million, rooms should be ventilated. Temperature - when this reaches below 16 degrees Celsius, adjustments should be made to allow the room to warm up.</li> </ol>			
<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>		<b>Lack of social distancing and appropriate hygiene using toilets resulting in 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>			
<ol style="list-style-type: none"> <li>1. Member of staff supervises <b>KS1 and</b> KS2 toilet use at break and lunchtime to control numbers entering and encourage toilet flushing, proper hand washing etc.</li> <li>2. Toilet handles and sinks cleaned before school and at lunch time.</li> <li>3. Signs in toilet re washing hands</li> <li>4. Wedges for the room doors and doors en-route</li> <li>5. Extra soap ordered to ensure we do not run out.</li> <li>6. KS1 classroom toilets managed/supervised by classroom staff.</li> </ol>			
<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>

**MENSTON PRIMARY SCHOOL**

<b><u>Identify hazard</u></b>		<b>First aid and intimate care - risk of spreading virus due to very close contact with children 1:1 - 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><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>All staff on lunch duty are equipped with waist bags containing basic first aid kits. These <u>must</u> be used outdoors on the spot for all minor first aid.</b></p> <p><b>Medical room only to be used for more serious first aid incidents where intimate first aid is needed e.g. cleaning deep wounds/ head injuries.</b></p> <p><b>Staff must be responsible for keeping own waist bag stocked with appropriate first aid kit and PPE (gloves and face coverings). This re-stock must be done outside of supervision times. Staff must report low stock to Hannah Veil as soon as they can, assuming that this does not interfere with the supervision of children.</b></p> <p>Where staff provide intimate first aid and/ or intimate care for any child, they should use disposable face coverings, visors (where there is a risk of droplets being transferred to the adult administering first aid), gloves, disposable aprons etc. as appropriate to each unique situation.</p> <p>Intimate care children – if possible - arrangement should be for parent to collect if the child can't care for their own intimate needs.</p> <p>Where a child needs intimate care or intimate first aid, supervising adult should wear appropriate PPE:</p> <ol style="list-style-type: none"> <li>1. Face covering</li> <li>2. Visors (where there is a risk of droplets being transferred to the adult administering first aid), gloves</li> <li>3. Disposable apron</li> <li>4. Disposable gloves</li> </ol> <p>Intimate care plan should be created and regularly reviewed/ updated with parents and staff for children who need intimate care.</p> <p><b>Children awaiting collection should be kept safely away from other children – this <i>could</i> be in an empty classroom or in the isolation room (meeting room)</b></p> <p><b>Case isolation:</b></p> <ul style="list-style-type: none"> <li>▪ Children and staff who develop symptoms at school should be immediately be sent home</li> <li>▪ Children should be isolated in a room behind closed doors or moved to an area &gt; 2 metres from other people until collected by parents/carers</li> <li>▪ Depending on age, adult supervision or care may be required. If contact &lt;2m is needed to provide care appropriate PPE should be worn by staff. A child should not be left alone if it is not safe to do so and should receive appropriate care.</li> <li>▪ If child needs to go to the bathroom, this should be a separate bathroom and the bathroom should be cleaned thoroughly with standard cleaning products before use by others.</li> </ul>			
<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>

**MENSTON PRIMARY SCHOOL**

<b><u>Identify hazard</u></b>		<b>Risk of infection due to lack of enhanced cleaning 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><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Follow the updated <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> if a case of Covid-19 has been confirmed.</li> <li>2. Children's toilets are cleaned at the start of the day, lunch time and end of the day.</li> <li>3. All surfaces, handles, toilets and shared equipment will be cleaned each day using 'Selgiene Extreme'</li> <li>4. Appropriate PPE will be worn by all cleaning staff in accordance with instructions from their employer.</li> <li>5. Each class/ base has its own cleaning kit which can be used throughout the day. Class teachers are responsible for ordering more products for their cleaning kit boxes <b>before</b> they run out using the order form saved on the staff drive on a spreadsheet saved here:  <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <a href="#">» This PC » Staff(remote) (T:) » 1. School Closure resources</a> </div> </li> <li>6. All staff have shared responsibility for cleaning their designated area and children's equipment regularly.</li> </ol>			
<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>		<b>Risk of harm from cleaning products</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. All cleaning products used in school ordered via council-approved suppliers: FM/ YPO</li> <li>2. Cleaning products kept out of reach of children and children directly instructed not to touch the products.</li> <li>3. Where products such as Selgiene are used by adults in rooms where children are present, the adults mitigate any risks to children.</li> <li>4. Computer keyboards cleaned using wipes recommended by Primary T. Keyboards cleaned by adults (not children) using the recommended wipes.</li> </ol>			
<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>

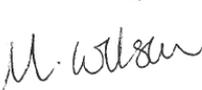
**MENSTON PRIMARY SCHOOL**

<b><u>Identify hazard</u></b>		<b>Child 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>			
<ol style="list-style-type: none"> <li>1. PSHE to be given higher profile within curriculum planning. PSHE lessons taught across school on Mondays.</li> <li>2. Continue to use Zones of Emotional Regulation framework</li> <li>3. Children welcomed into school every day by staff at gates and doors.</li> <li>4. More outdoor learning wherever this is practicable and safe.</li> <li>5. Opportunities for children to talk about their experiences and feelings</li> <li>6. Opportunities for one-to-one conversations with trusted adults where this may be supportive</li> <li>7. Where a child displays heightened anxiety, school staff communicate regularly with the parents to ensure appropriate provision for the child.</li> <li>8. <b>Mental Health Champion (Rachel Corrigan) available to offer advice and guidance to staff about supporting children with anxiety</b></li> </ol>			
<b>Remaining level of risk</b>			
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		<b>Staff 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>			
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures. Where staff have further concerns they should raise this with their line manager as outlined in Annex A: Health and safety risk assessment <a href="#">Actions for Schools during the coronavirus outbreak</a></li> <li>2. Staff given permission to access outdoors frequently and to air rooms regularly.</li> <li>3. Meetings etc. held only when necessary to help staff manage workload.</li> <li>4. Sharing of support helpline <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> <li>5. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>6. Risk assessments reviewed regularly.</li> <li>7. Separate risk assessment for the office area/ admin team includes staff wellbeing</li> <li>8. <b>Mental Health First-aider (Rachel Corrigan) can signpost staff to appropriate support channels.</b></li> </ol>			
<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>

**MENSTON PRIMARY SCHOOL**

<b><u>Identify hazard</u></b>		<b>Lack of appropriate hygiene in Administration Offices 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><u>Control measures</u></b>			
<ol style="list-style-type: none"> <li>1. Face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</li> <li>2. Only authorised members of staff (SLT and the admin team) may enter the offices.</li> <li>3. In the event that the meeting room is required as an isolation room, it will need to be vacated immediately.</li> <li>4. Wherever practical, admin staff to use their own allocated desks chairs and telephones.</li> <li>5. Admin staff to ensure the room they are working in is well ventilated.</li> <li>6. Visitors to the school are restricted to necessary and planned visits.</li> <li>7. Visitors should not be invited into the school building unless it is essential. These visitors must answer the questions on the sign-in screen.</li> <li>8. Parents, delivery drivers and other callers must communicate with the office staff using the intercom and will only be invited into the entrance lobby if necessary.</li> <li>9. Admin staff have been advised to wear gloves/apron/mask when handling deliveries, but may use their discretion.</li> <li>10. Each office has its own cleaning kit which can be used throughout the day.</li> <li>11. Staff to ensure that any shared items/contact points are cleaned after use. This includes but is not limited to the kettle, fridge, door/cupboard handles</li> <li>12. Access to premises compliance log books to be controlled.</li> <li>13. Admin team to raise any concerns about their working environment promptly so the arrangements can be reviewed.</li> </ol>			
<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>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
<b>Mrs Marie Wilson</b>		<b>29 November 2021</b>

<b>Risk assessment reviews</b>	These risk assessments to be reviewed regularly as national and local guidance changes.
--------------------------------	---