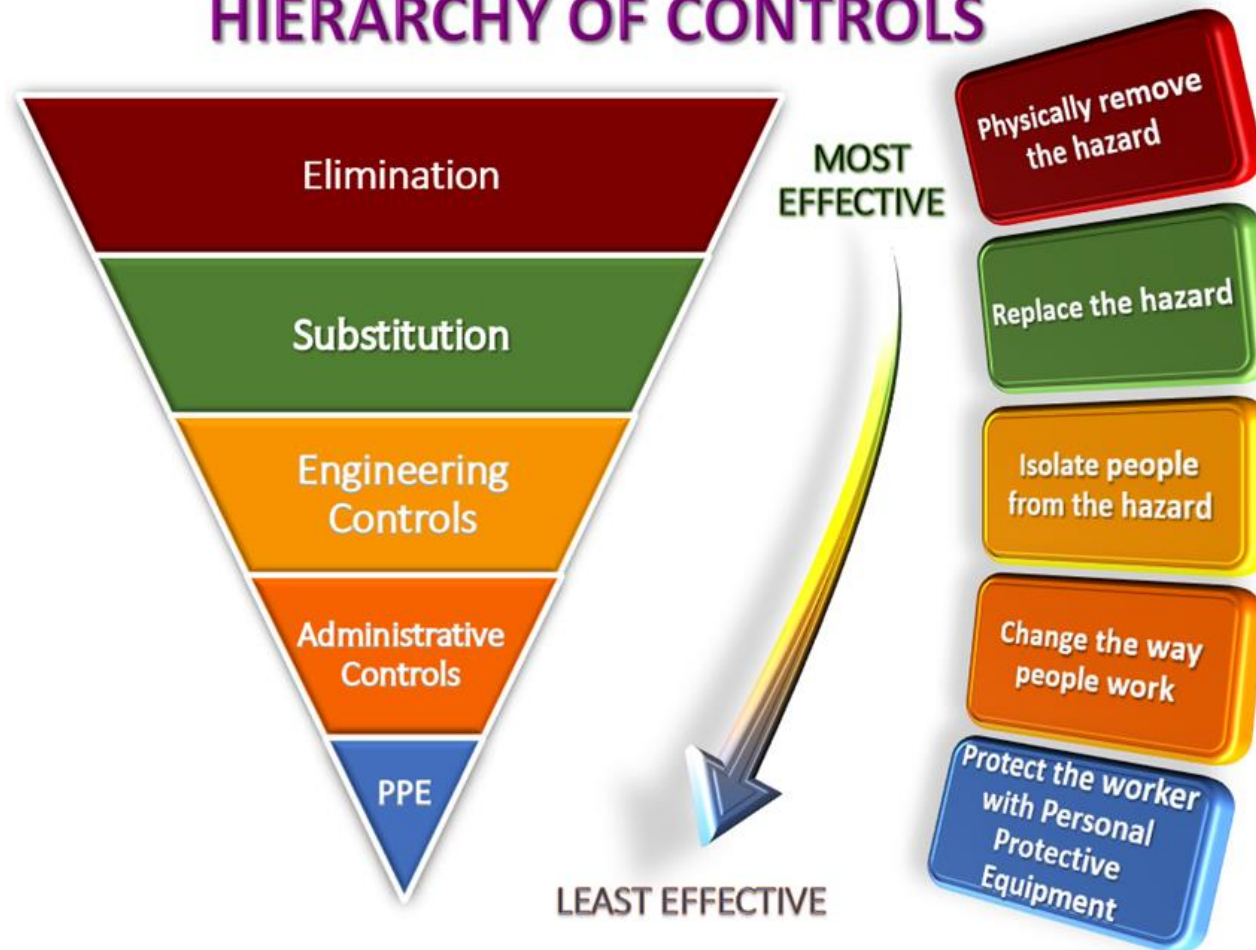




This document is supplementary to all existing procedures for the safe provision of education and site management and is to read in conjunction with the logistical plan.

## HIERARCHY OF CONTROLS





What are the hazards?	Who might be harmed and how?	What control measures are in place? ( <i>staff responsibility</i> )	Risk rating? (see guide)	What further actions are needed? ( <i>staff responsibility</i> )
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone feeling unwell or has someone in their household who is unwell informed not to attend school. (Pupils – <i>Office manager</i>; Staff – <i>HR manager</i>)</li> <li>• Physical distance maintained wherever possible between all adults on site, between pupil groups, and between pupils within groups. (<i>All classroom staff</i>)</li> <li>• Frequent handwashing promoted, supervised and directed. (<i>All classroom staff</i>)</li> <li>• Frequent cleaning of surfaces that pupils touch. (<i>Facilities manager</i>)</li> <li>• Toilets assigned by pupil groups, where possible. (<i>Director of Resources</i>)</li> <li>• Bins emptied daily. (<i>Facilities manager</i>)</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission. (<i>Office manager</i>)</li> </ul>		<ul style="list-style-type: none"> <li>• Individual risk assessments carried out for staff at higher risk. (<i>HR manager</i>)</li> <li>• Signage used to promote hygiene (respiratory and hand) and social distancing. (<i>Facilities manager</i>)</li> </ul> <p style="text-align: center;">-----</p> <ul style="list-style-type: none"> <li>• Review cleaning schedules.</li> <li>• Review assessment for hand sanitiser and cleaning materials.</li> <li>• Hand sanitiser available in designated classrooms, offices and reception.</li> <li>• Disposable tissues available in designated classrooms.</li> <li>• Review stocks of soap, hand sanitiser, tissues.</li> <li>• Provision of lidded bins in designated classrooms. (<i>Facilities manager</i>)</li> </ul>



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	<p>Staff and pupil.</p> <p>Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<ul style="list-style-type: none"> <li>• Supervising staff to maintain 2m social distance.</li> </ul> <p>(Office Manager)</p>		<ul style="list-style-type: none"> <li>• Review medication plans to assess PPE requirements (if any) for staff administering medication.</li> </ul> <p>(Office Manager)</p>



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### Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first. The risk rating is assessed on the basis of the hazard and control measures; and can be revised if further actions are completed.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

### Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed following a significant change, accident or violent incident.