



Risk Assessment Form – Norlington School

Location:	Norlington School –
Assessment Number:	COVID Secure

Title:
COVID Secure – Risk Assessment

Description of Task/Activity:

- Identify the risk associated with staff, pupils and visitors using spaces within building which could increase the transmission and infection rates of COVID-19. Identify those persons who could be exposed as part of their role such as cleaning staff, ICT Staff and site team and place risk control measures in place to protect these individuals. These individuals are at risk of transmitting and spreading the virus around the building easily due to their varied nature
- Identify the risk associated with staff, pupils and visitors using spaces within building which could increase the transmission and infection rates of COVID-19, this will be via poor hygiene practices and transmission. Government guidance states that people should socially distance as much as possible and work from home wherever appropriate
- Identify the risk associated with staff and pupils not being aware of the symptoms of COVID and the school being aware of the correct Government approved protocols for a confirmed case for staff or pupils and how to effectively manage these individuals keeping staff assisting these individuals safe through the use of Personal Proactive Equipment
- Identify the risk associated with staff and pupils who are deemed by the NHS as being critically vulnerable or extremely critically vulnerable and therefore at a higher risk rate of being affected adversely due to COVID-19. This could be a staff member pupil of a member of their household.

Persons at Risks:

Staff Students Visitors Contractors Public

Risk	Likelihood	Severity	Risk Rating
Cleaning staff aware of good PPE techniques to minimise spread of infection	2	5	10
High risk areas such as handrails and doors cleaned frequently	2	5	10
Cleaning staff aware of techniques how to sanitise areas effectively	2	5	10
Areas of human contact are cleaned and have appropriate sanitisers available	2	5	10
Cleaning routine of shared items such as PC's, tables, printers etc	2	5	10
Students and staff utilising learning spaces transmitting infection such as entering the school building following use of public transport	2	5	10
Staff and pupils unaware of how to clean hands and sanitiser not being available	2	5	10
Staff in particular cleaning staff and those involved in intimate personal care being able to wear and use Personal Proactive Equipment correctly	2	5	10
Staff, pupils and visitors unaware of how to social distance	2	5	10
Small office space leading to overcrowding and increased risk of transmission	2	5	10
Staff and particularly pupils informed how to travel to school safely	2	5	10
Water systems not being in normal operation and risk of legionella	2	5	10
Students and staff utilising learning spaces and not able to social distance	2	5	10
Staff particularly teaching, ICT and Teaching Assistants not being able to social distance when supporting pupils	2	5	10
Students mixing together thus increasing the risk of transmission	2	5	10
ICT staff are required to frequent all areas of the building thus increased risk of transmission and spread of virus	2	5	10
Staff and pupils being unaware of the symptoms of COVID and thus infecting others	2	5	10
School being aware of reporting levels for confirmed cases	2	5	10
Staff being key workers not being aware how to get tested	2	5	10
Staff being unaware how to protect themselves and decontaminate following staff/pupil presenting with COVID symptoms	2	5	10
Staff and pupil family member contracting COVID-9 through work exposure and being adversely affected.	2	5	10

Control Measures in Place:

1.0 Cleaning to Minimise Transmission

1.1 Cleaning Techniques and Products

- All cleaning staff have had additional training on how to effectively clean a wide range of surfaces, how to use PPE and what products should be used and where
- Staff will receive an online tutorial on how to effectively don and remove disposable gloves in order to maintain good hygiene levels. Latex disposable gloves will not be used due to increased risk of allergic reaction
- Bins are located in each classroom, office and on corridors for the disposal of tissues and used cleaning products. Bins are emptied on a daily basis and bins containing tissue
- ICT suites will have sanitiser wipes to clean around PC's, keyboards, printers and mice



5. Offices and classrooms will have cleaning products for staff to additionally clean their workstations and classrooms as required. These and disposable gloves will also be located in reprographics where staff should wipe down the screen when using photocopiers and other shared products such as guillotine etc.
6. The visitor sign in screen should also be wiped down regularly or after each use to help stop and likelihood of transmission
7. All toilet cubicles both staff and pupils will have wall mounted sanitisers for staff and pupils to wipe down seats before and after use.
8. All staff should clear their workstation and desk when leaving the building in order to enable good cleaning of their area
9. The cleaning team have been deep cleaning the school on a rota basis since the lock down was announced to ensure good hygiene has been attained. The cleaning team have been cleaning offices and classrooms which have been used for key workers and those staff assisting

1.2 Active Cleaning throughout the Day

1. One of the cleaning staff will be used to clean during the day. Duties are not limited to; cleaning all handrails, classrooms following teaching, door handles and plates, reception area for parents, student and visitor windows, room following any suspected illness, staff room tables and surfaces.
2. Cleaner to be furnished with timetable of lessons and times so the tables, chairs, work station, keyboard, mouse are cleaned. The classrooms will be identified in order to minimise cross contamination
3. The allocated cleaner will clean the ICT suites during the day. Machines will be marked A/B/C, the teacher will have a rota of what machines have been used during the day and for these to be cleaned.
4. The staff room will be cleaned frequently throughout the day including the PC's, workstation, mice, keyboard, printer, phone and handset, all tables, chairs, microwave handles, fridge handles, taps and door handles
5. The morning cleaning team will clean all of the offices and classrooms which have been used the previous day in preparation for the day, this will include; door, work station, desk, mouse, keyboard, monitor, phone including handset.
6. Bins in classrooms should be checked during the day and any tissue waste should be double bagged and removed
7. The day cleaner will wear disposable gloves and facemask at all times in order to help stop any potential spread of transmission.
8. This section of the risk assessment will be translated by one of the English speaking Polish staff so the cleaner is aware of how to be safe, what expectations are and how she it remain safe.

2.0 Good Hygiene Practices

2.1 Enable Good Hand Hygiene

1. Hand sanitisers over 70% alcohol used in all classrooms, offices and exit points to building
2. Suitable signage is displayed throughout the school and especially at exit points for staff, students and visitors which demonstrate how to sanitise hands properly
3. Staff, students and visitors must wash hands regularly and follow the Schools Covid-19 Building Protocol when entering, using and leaving the building
4. Signage is displayed in Reception and Meeting Room displaying that no hand shaking will take place for visitors
5. Teachers should monitor that students especially those with behavioural problems have sanitised their hands when entering classroom
6. Posters about handwashing, sanitising frequently and symptoms of COVID-19 are sited around the school building. In particular handwashing posters are located in all toilets for both staff and students. A poster will be sited at visitor reception to detail the signs of COVID-19 to alert potential visitors not to enter to the school premises.
7. All adults and children will sanitise their hands on arrival at the school, before and after eating, and after sneezing or coughing, pupils in particular are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Posters displayed in each classroom for catch it, bin it, kill it'. Sanitiser and information posters are located at exit points and canteen area

2.2 Personal Protective Equipment

1. Pupils who require intimate personal care will have an individual risk assessment conducted by the SENCo to determine the PPE, training and equipment required to undertake this element safely and correctly
2. All cleaning staff have had additional training on how to effectively clean a wide range of surfaces, how to use PPE and what products should be used and where
3. Staff will receive an online tutorial on how to effectively don and remove disposable gloves. Latex disposable gloves will not be used due to increased risk of allergic reaction
4. Staff have access to disposable gloves which should be worn if requirement to handle student books. Staff should follow the online safety guidance in wearing and disposing of gloves
5. If a pupil becomes unwell with symptoms of COVID-19 while and needs direct personal care until their parent or carer arrives. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment at the time determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
6. If a pupil or member of staff becomes unwell with the symptoms of COVID-19 whilst in school they should be placed into the meeting room until their parent/carer/next of kin comes to collect. A sign should be placed onto the door for the members of staff not to enter. Windows should be opened to enable good ventilation but the main door closed.



3.0 How to Maintain Social Distancing

3.1 Office Space and Staff

1. A sign will be displayed on each office door indicating the number of people allowed into the office space. This is determined by the amount of floor space and to ensure the smooth running of the school. Particular attention should be paid to HoY office, School Admin, Principal office, Staff Room and Finance Office as large numbers of people regularly frequent these areas. These areas should be classified as 'high risk areas' and staff ask people to leave should maximum people be reached. Staff should use the phone or email more regularly to avoid travelling around the building.
2. Office staff should have a maximum 2 people in, site team 1 person, ICT technician 1 person all on a rota basis. This is based on guidance of 1 person per 4msq of space. Other staff to continue to work from home to comply with Government guidelines and advice.
3. Staff who are working from home will continue to have regular contact with managers via, email, phone calls, txt as they previously. The staff will have access to the ICT systems via the Norlington Portal.
4. All staff have access to Workplace Options which has been sent out to staff for any issues with anxiety or stress that they experiencing. Workplace Options 0800 243458.
5. Meetings will take place using Zoom or MS Teams or with staff maintaining the social distancing requirements. Where face to face meetings are required these will be kept as short as practicable and where possible to under 15 minutes.
6. Where it may not be possible to adhere to social distancing within the office environment consideration should be made for floor marking so people are aware far away they should be. Offices could include; Finance, Principal, Admin, Staff room.
7. When meetings take place staff will not share resources such as pens, pencils, clickers, PC's, mice, keyboard
8. Meetings can also take place in corridors, outside or hall/gym should the need for a larger meet be required and cannot be accommodated within an office. This is particularly important for teaching staff managing behavioural issues with students where the need to engage with larger group of students may be necessary. When using larger/open spaces social distancing must be observed
9. For staff in another office they must not use the operator's area in particular the keyboard, mouse and phone especially when the person isn't there. If the person if there they must sanitise the items before and after use
10. Poster indicating the number of persons in the lift must be observed. In particular, the student who is wheelchair based this would be covered in his individual risk assessment.
11. Shared spaces like lifts, meeting rooms, toilets and kitchens have signs indicating maximum occupancy numbers
12. Staff must follow the school protocol when entering, using and leaving the building – e.g. hand washing
13. Staff must leave the building by 15:30 in order to give the site team suitable time to close the building down correctly as windows and doors will be open for ventilation as will need to be closed for fire safety reasons. Site Team will use gloves when opening and closing down the building in order to limit transmission

3.2 Classrooms

1. The classrooms will be identified in order to minimise cross contamination and assist cleaning and supervision
2. An area of at least 2m will be available in order to create a 'safe zone' around the teacher's workspace and area. This will be in front of the Interactive White Board and teaching station. Discussions should take place with Head of Department on how to best support students who require assistance whilst maintaining social distancing measures
3. The level of support required by pupils with a Statement will be determined by an individual pupil risk assessment conducted by the SENCo
4. ICT staff when assisting staff and pupils must maintain social distancing; firstly, attend when staff member/pupils are not in room, if this isn't possible, person to move 2m away, sanitise area as per guidance, undertake work at PC, sanitise area again, pupil or staff to return. ICT staff should wear disposable gloves. Information will be sent to all staff on how to don and remove disposable gloves.
5. Classes will be halved and/or split so they are in small groups in line with DfE guidance with no more than 15 pupils per small group and one teacher (and, if need a teaching assistant)
6. Classrooms will be set to ensure 2ms between pupils. Unused desk will be stacked away. One chair per desk. Tables set in a linier set-up all facing the same way
7. Pupils will not share their desk during the day
8. Teaching staff should limit the amount of resources which are taken home this would include the sharing of resources in subjects particularly Art where shared resources should be cleaned more frequently. However, the cleaning of materials shouldn't limit practical lessons but teaching staff should be very mindful of this
9. Pupils will not be expected to que outside the classroom. Pupils must be supervised to make sure they have all sanitised their hands when entering the classroom

3.3 Managing visitors including deliveries

1. When deliveries arrive they are to be left in main reception and site team to collect and distribute. The site team should wear disposable gloves to help reduce any transmission from parcels
2. When larger deliveries are made such as paper supplies the delivery driver should sanitise their hands when entering the building. When being accompanied in building site team must ensure social distancing with driver.
3. Wherever possible visitors should be booked into the Visitor Management system to avoid a number of visitors waiting in the reception area. The total number of visitors in the Reception will be 1, anyone else should wait outside Visitors should sanitise hands when



entering visitor area.

4. When meeting visitors' staff must not shake hands to avoid and potential transmission, signs are displayed in Reception and meeting room indicating this. Meetings can take place in the main reception area or if the visitor is from Police, Social Services or other body the meeting room can be used. Staff should be mindful if personal from enforcing bodies need to access offices for information such as; office limits on personnel, social distancing, sharing resources such as pens should be avoided.
5. The visitor sign in system will be updated to include information on; signs of COVID, visitor not been in contact with anyone who has been diagnosed or who may have COVID and social distancing measures. The visitor will sign to say they have read this along with the safeguarding information

3.4 Children in Groups and Group Activity

1. Assembly will not take place due to possible work in the hall area by contractors. If a larger group needs to be convened to convey information then outside space should be used to enable as much social distance as possible
2. All staff should speak to pupils who are not adhering to social distance measures and explain what they have done and why complying is important
3. Breaks and start times are staggered to ensure corridors or circulation routes used have a limited number of pupils using them at any time.
4. During the 10 minute break pupils will be supervised. Teaching staff will discuss with students that food brought into the school will not be shared and those on duty should be vigilant surrounding this. No food will be served in the kitchen at break or lunch times
5. During break times pupils will use the front playground to enable social distancing and stop any concentration of pupils in the corridors
6. Teaching staff should consider outdoor learning where possible as this can limit transmission and more easily allow for distancing between staff and pupils.
7. School day will end at 14:20 and pupils, canteen will not be providing lunches. Exact details are located in the schools return operational document.
8. The Mini Bus should not be used but if in exceptional circumstances it is required it will be necessary the windows must be open to allow good ventilation, alcohol handwipes are available to sanitise the steering wheel, gear stick, door handles, handbrake etc.
9. All end of year trips for academic year 2019/20 have been cancelled so the need for mini bus use is greatly reduced

3.5 Dropping off and picking up

1. Highways will mark social distancing marking around the school gates for parents to follow
2. Information will be sent to parents to avoid the school grounds wherever possible in order to maintain good social distancing
3. Parents will be advised to stand at the markings laid out
4. The start and end times of the school has been adjusted to limit the potential gathering of parents at the school gates
5. Only one parent should attend to collect their child in order to protect social distancing

3.6 Staff and Pupils Travelling to School

1. Regular information and communication should be communicated to pupils on how to be safe if they have to use public transport. Particular attention should be paid to users of buses as social distancing is less likely and the use of handrails is increased. Users should be reminded about the requirement to not touch their faces during and after bus journeys until they have sanitised their hands
2. The preferred guidance by Government is for bikes, walking and cars to be used to travel to and from work. Where staff particularly support staff can work from home they should do so.
3. Staff and parents should read the Government advice '**Corona (COVID-19: Safer Travel Guidance for Passengers)**'. This will be updated regularly as the guidance changes.

3.7 Staff Returning to work

1. A risk assessment has been conducted to take into account the risk associated with staff, pupils and visitors. Risk control measures have been put into place to control the identified risks. The assessment has also been validated by an external risk management company 'Gallagher Insurance' to make sure the Trust is complying with Government guidelines and taking into account all the necessary risks associated with the school opening
2. The risk assessments were circulated around the following people and managers for comment; Board of Directors, Principal, Senior Leadership Team, Network Manager, Operations Manager and Administration Manager. Comments have been incorporated into this risk assessment
3. Information on mental health and wellbeing can be accessed by staff through the Trust counselling hotline which can be accessed via 0800 243458
4. All staff have had regular contact with line managers and SLT through zoom meetings, email and txt. Any family or personal issues which are serious have been communicated to Principal and a personal call has been made.



3.8 Building Maintenance

1. All regular maintenance contracts have been operation during the closedown. The water system will be chlorinated and a complete flush of the system prior to school opening by the appointed contractor. A certificate to this effect will be obtained.

4.0 Offices Classrooms and Corridors

4.1 Ventilation

1. Doors to non-secure offices and classroom doors, corridor doors to be propped open to allow good air flow along with windows open. Site team to lock down spaces as part of nightly closedown to mitigate spread of fire.

4.2 Classrooms

1. Detailed operation information is listed in 'Year 10 & 12 phased return to school from 15th June to Summer Break'. The document details structure to day, a programme of learning and how different sessions and techniques can be employed to engage pupils and focus on performance.
2. Identified classrooms will be used to minimise cross contamination
3. Class sizes are kept small with no more than 15 students and one teacher (and, if needed a teaching assistant) allowed in a general teaching room.
4. Classrooms will be set out to ensure 2m between pupils. Unused desks will be stacked away. One chair per table. Tables to in line set-up all facing the same way
5. Pupils will not share their desk during the day
6. The desk and chair will be sanitized after each use by the onsite cleaner as per the rooming requirements. Cleaning products will be available in each classroom for this
7. Any lessons which could be taught outdoors should be in worker to maintain good ventilation. Alternatively, large spaces such as the hall, gym or 6th area could be used.
8. Lesson timetable and classroom use has been refreshed, to reduce movement of children around the school as per the schools opening operational document.
9. Staff have access to disposable gloves which should be worn if requirement to handle student books. Staff are following the online safety guidance in wearing and disposing of gloves

4.3 Pupil Assistance and support by staff

1. An area of at least 2m will be available around the Interactive White Board and teaching station in order to keep the teacher within a 'safe zone'. Discussions should take place on how to best support students who require assistance whilst maintaining social distancing measures
2. The level of support required by pupils with a Statement will be determined by an individual pupil risk assessment conducted by the SENCo
3. ICT staff when assisting staff and pupils must maintain social distancing; firstly attend when staff member/pupils are not in room, if this isn't possible, person to move 2m away, sanitise area as per guidance, undertake work at PC, sanitise area again, pupil or staff to return. ICT staff should wear disposable gloves. Information sent to all staff on how to don and remove disposable gloves.

4.4 Corridors and Communal Spaces

1. Graphics signs indicating social distancing placed at both entrances of fire doors in corridors
2. One-way system in place in the Science area only as this is difficult in the main building due to the hall being used by contractors and students not allowed in the area via the back staircase. For the Science area up main staircase and down Science via the ladies toilet direction. Visible signage on floor to indicate this. Staff and children must follow these at all times, unless the fire alarm is sounded, at which time staff should make their way to the nearest safe exit and socially distance when outside at the fire assembly point in the rear playground
3. Where practicable fire doors will be held open by "dorgard" and wooden blocks to reduce requirement for use of door handles, push plates and promote good ventilation.
4. Staff will monitor pupils; praising good behaviour and correcting poor. Particular attention to be made with pupils with Statements however, this will be managed by individual risk assessments.

4.5 Office Space and Office Staff

1. Office staff are minimised to ensure staff are no closer than 2m. Where staff are unable to use the office, other areas will be arranged or if possible, staff will work from home on a rota basis. See risk assessment on 'How to Maintain Social Distancing' for further information on offices
2. The office space has been reconfigured to ensure there is 2m social distancing for each workstation with staff advised to work at different stations as required such as in the Finance Office. Where reasonably practicable staff will sit back to back or all in the same



direction.

3. The main Reception desk PC to be moved to right hand side and visitor window for visitors opened a small amount to limit any potential transmission. Face masks are available should Receptionist wish to use when visitors arrive
4. The area in front of the Student Reception to be demarcated by a 2m exclusion zone in order to maintain good social distancing from staff to students when dealing with any queries.
5. Staff must not share their workstation or used shared resources such as pens, calculators etc
6. Staff must use the same desk every time they are in the office, where practicable
7. Admin staff to use disposable gloves in line with online tutorial on how to effectively don and remove disposable gloves to open the post. Latex disposable gloves will not be used due to increased risk of allergic reaction.
8. The use of opening knife will be employed, letter to be emptied onto a separate space for distribution. Circulars should be recycled without being opened. Work station sanitised following postal opening
9. In order to limit multiple handling of paperwork as communication to parents the primary means should be Group call,

4.6 Contractors

1. Contractors have construction guidelines issued by Government to follow for Social Distancing
2. Contractors have been advised to social distance from school staff. Work is being undertaken mainly in the hall, pupil access has been stopped for this area due for safeguarding purposes.
3. Copies of these risk assessments shared with Consumer to detail risk control measures in place. Principal and Director of Finance have fortnightly meetings with construction team to discuss any issues
4. Contractors are working in many but discrete areas and are segregated from pupils

5.0 Symptoms of Covid-19

1. If staff or pupils become unwell with a new continuous cough, loss of taste/smell or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.
2. In the case of a staff member or child becoming unwell, the school will discuss arranging a Covid-19 Test and follow the instructions given by Public Health England/NHS. The test can be arranged with Administration Manager or Director of Finance & Resources. These are now available for everyone through the Government web site
3. Line managers will maintain regular contact with staff members during this time
4. If advised that a member of staff or public has developed Covid-19 and were recently at the school, a senior member of the support staff will contact publichealth@walthamforest.gov.uk to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken
5. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Line managers will use the communication tree to inform SLT and subsequently the Principal of the person condition. In the case of a pupil becoming unwell the Head of Year will make regular contact and inform SLT of progress.
6. If staff members have contracted Covid-19 from work this must be reported to the HSE as COVID-19 is a RIDDOR reportable infection

5.1 Staff or Pupil Presenting Symptoms of COVID-19

1. If a pupil becomes unwell with symptoms of COVID-19 while and needs direct personal care until their parent or carer arrives. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment at the time determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
2. If a pupil or member of staff becomes unwell with the symptoms of COVID-19 whilst in school they should be placed into the meeting room until their parent/carer/next of kin comes to collect. A sign should be placed onto the door for the members of staff not to enter. Windows should be opened to enable good ventilation but the main door closed.
3. The meeting room will have sanitiser, bin, poster for 'catch it, bin, it', poster for hand sanitiser
4. The disabled WC in reception will be used for staff members to don and doff required PPE. The room will contain: notice to indicate this is a secure and clean room and WC not to be used, tables to hold the PPE, sanitiser, the room has hot and cold running water, information on how to don and doff PPE, a foot pedal bin to hold any contaminated PPE,
5. When disposing of waste PPE the bin should be double bagged and emptied by the cleaner who will have a face mask and gloves. The cleaner should be notified if this room is used for purposes of PPE. The room will also be cleaned every day.
6. Staff will be sent information on how to don and doff PPE and a poster on how this is undertaken displayed in the Reception WC
7. The list of qualified first aid staff are displayed around the building wherever possible a qualified first aid person will be on duty, however, all staff will be sent information on how to identify the symptoms of COVID, this risk assessment of what do and where they should be seated along with instructions on how to use PPE if needed
8. Wherever possible Fire Wardens will available, however, this may not be possible. All staff will act as information fire wardens in the event of fire alarm sounding and escort pupils to the fire assembly point in the rear playground. Information will be sent to all
9. The school fire risk assessment will be reviewed for any changes related COVID.



6.0 Vulnerable and Critically Vulnerable Staff Children, and members of the children family

6.1 Staff

1. Staff who are clinically extremely vulnerable must continue to follow shielding measures and advised to work from home as directed by NHS. Currently HR Manager is defined in this category
2. Staff who are clinically vulnerable should work from home where possible, IF, clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Where there is a likelihood staff will have to spend time within 2 metres of other people, the school and member of staff will carefully assess and discuss whether this involves an acceptable level of risk.
3. Staff within these categories and family members living in the same household will have had letters from the NHS to this effect

6.2 Pupils

1. Children classed as clinically extremely vulnerable will still be expected to shield and be supported at home
2. Parents who have Children who are Clinically vulnerable (but not clinically extremely vulnerable) advised to follow medical advice
3. The number of shared resources removed from site by pupils and staff will be limited

6.3 Shielded/clinically vulnerable household members

1. If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), the government guidance will be followed and they will be advised they can attend
2. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, the government have advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, the children are able to understand and follow those instructions. This may not be possible for all children as they may not have capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, these children will not be expected to attend. They will continue to be supported to learn or work at home.

All COVID Secure Risk Assessments are under constant review and applies, in current format, to the period from June 1st to the summer break unless further guidance is provided by the DFE/ Public health England.

Further Control Measures Required:

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Assessment Carried Out By:

Name	Rob Pittard	Date	1 st June 2020
Job Title	Director Finance & Resources	Review Date	Ongoing
Signature:			