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|  | | **Department LINK ACADEMY TRUST**  **Landscove C of E Academy** | **Academy Risk Assessment** | **RA100** | |
| **Name and Address of Academy**  **Landscove C of E primary School, Landscove, Nr Ashburton, TQ13 7LY** | | | |
| **Person(s)/Group at Risk**  **All Year groups (children), staff and parents** | | | Initial Assessment **X**  Review X  Following Incident | | |
| **Activity/Task/Process/Equipment**  **SEPT 2021**  **This risk assessment explains the actions school leaders will take to minimise the risk of transmission of COVID-19 in their school Stage 4 Road Map September 2021. This includes public health advice, endorsed by Public Health England (PHE).** | | | **Date of Assessment** **28.08.20**  **Assessor(s) Jill Ryder Academy Head**  **Reviewed and updated**  **17th Sept 2020**  **31st October 2020**  **5th November 2020**  **3rd March 2021**  **September 2021**  This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19. | | |
| **Significant Hazard and possible Outcomes**  **/injuries** | **Control Measures in Place** | | | **Are any additional measures or actions required? (if yes put on the Action Plan)** | |
| **Yes** | **No** |
| **Is government advice being regularly accessed, assessed, recorded and applied?** | * E.G DfE advice is checked daily. * risk assessment is a live document and will be changed according to latest guidance. new date will be applied and RA will be sent to all staff after any alteration * changes are reviewed by senior leadership (sent to CEO) * Trustees interrogate risk assessments   ***DfE daily email-*** [*DfE - COVID daily email subscription service (office.com)*](https://forms.office.com/Pages/ResponsePage.aspx?id=yXfS-grGoU2187O4s0qC-QqN_lFznWdElvOZAsgLa61UMlVaSEZWQVA3RDE1VU05SlVOQVFDNVlINy4u)  ***Posters and promotional material -*** [*https://coronavirusresources.phe.gov.uk/back-to-school/resources/*](https://coronavirusresources.phe.gov.uk/back-to-school/resources/)  ***NHS resources and videos***   * [*Handwashing for teachers*](https://www.youtube.com/watch?v=4ij1I0OB2hk) * [*Handwashing for children*](https://www.youtube.com/watch?v=S9VjeIWLnEg) * [*Coronavirus factsheet for kids*](https://www.youtube.com/watch?v=iMR3WPCRuAI) * [*PPE Donning and Doffing advice*](https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be)   ***Other resources and videos***   * [*COVID-19: the facts | Scouts*](https://www.scouts.org.uk/coronavirus/covid-19-the-facts/) * ***eBug*** [*https://e-bug.eu/*](https://e-bug.eu/) * ***PHE webcast -*** [*Breaking the chain of infection*](https://www.powtoon.com/c/bBEyP5CIpEt/1/m) | | |  | **X** |
| **Staff Training: using and monitoring new practices to reduce risk of COVID19 transmission** | * Training of all staff via briefing prior to start of term – to include contents of this RA, * Ensure there are opportunities for all staff to raise concerns / make suggestions~ via briefings | | |  | **X** |
| **Whilst DfE guidance removes the need for schools to use ‘bubbles’ PHE advice is if you can keep mixing to a minimum** | * **School day will revert to normal times**: * 8:45-8:55 drop off * 3:25 Class 1 finish & pick up * 3:30 classes 2,3 &4 pick up   **Staff will continue to meet children at the gate:**   * EYFS playground gate for class 1 * Back playground gate for classes 2,3&4   **Access to the school building will be kept to a minimum** | | |  |  |
| **Keep occupied spaces well ventilated** | | | | | |
| **Are classes well ventilated?**  **Poorly ventilated spaces leading to risks of coronavirus spreading**  **Ventilation to reduce transmission**  **Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.**  **DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.** | * Heating used as necessary to ensure comfort levels are maintained when the building is occupied. * Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. * Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). * Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. * Use fans for good air circulation. * Ventilation’s system that removes and recirculates air to different rooms is turned off. * Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). * Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation * Opening internal doors can also assist with creating a throughput of air(not fire doors) | | |  | **X** |
| **Cleaning and reducing contamination** | | | | | |
| **Cleaning** | * Enhanced cleaning schedule is in place * Reduced clutter and removed difficult to clean items to make cleaning easier. * Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. * Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day. * Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. * Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors) or providing contactless payment(ParentPay). * Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. * Provide more bins and empty them more often. * Toilets and communal areas to be cleaned regularly, with a process of recording – displaying cleaning schedules. * Sanitising spray and paper towels to be provided in classrooms for use by members of staff. If using cloths – disposable or appropriate washing and drying process. * Thorough cleaning of rooms at the end of the day. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. * PHE has published guidance on the cleaning of non-healthcare settings * <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | | |  | **X** |
| **Ensure good hygiene for everyone** | | | | | |
| **Sufficient handwashing facilities for staff and pupils and time to do complete hygiene routines**  **Teach children to wash hands** | **Whilst DfE guidance removes the need for schools to use ‘bubbles’ PHE advice is if you can keep mixing to a minimum**, **it does reduce transmission along with**:  • COVID-19 posters/ signage displayed.  • Frequent and thorough hand cleaning is regular practice.  • Pupils and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.   * Hand sanitiser points throughout common use areas in school: entrance points to school, entrance point to class rooms, toilets and the office. * Sinks available in Classes. We also provide supervised access to hand sanitiser in classrooms. * Planned regular access to facilities throughout the day. * Ensured enough hand wash and sanitiser available based on what we have learned from usage to date. * Frequent hand cleaning as part of normal routine. * Build routines into behaviour expectations and school culture~ via PSHE, ebug and daily expectations. * Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at e Bug. * Consider risks around ingestion of sanitiser and where this is a risk substitute for skin friendly sanitiser wipes for young children / those with complex needs. * Hand sanitiser will be available in each class * Children will be told to clean their hands on arrival at school, before and after eating, and after sneezing or coughing * Staff will encourage children not to touch their mouth, eyes and nose * Staff and pupils will be regularly supervised and checked to ensure they are complying with hygiene rules JR to do this. | | |  | **X** |
| **Good respiratory hygiene** | Respiratory hygiene   * The ‘catch it, bin it, kill it’ approach continues to be very important. * The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene. * Ensure lidded bins for tissues are emptied throughout the day. Follow guidance on disposal of waste ~ lunch time staff to empty bins * Lidded bins are available in each classroom(class teachers to ensure bins are placed in classrooms by Monday 7th Sept) * N.B. please note that face covering guidance has changed due to Devon becoming an ‘Enhanced Response Area’, the following points describe the situation outside of ERA status. * Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred when outside the classroom. * Where staff are in crowded spaces, face masks may be recommended (but not required). * There are good hygiene measures that can be used in: * https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/spotty-book-2021.pdf * https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/schools-and-nurseries-guidance/ * DCC Health and Safety Arrangements: - Infection Control HS26 | | |  | **x** |
| **Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.** | * If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. * If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment 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 Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. * https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe | | |  | **X** |
| **Staff use of PPE** | * Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance * https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe | | |  | **X** |
| **Staff issues** | | | | | |
| **Lateral Flow Testing:**  **Accessing testing arrangements are clear for all staff** | * Tests will be carried out twice weekly by all staff coming into school 3-4 days * apart. All tests will be recorded on Gov website as well as the schools * recording form. * tests will be done on a Sunday morning and Wednesday evening to allow the   Academy Head time to coordinate cover and gain support from PHE   * It is not mandatory | | |  | **X** |
| **Accessing testing arrangements for all staff** | All staff are aware of the Guidance on the new asymptomatic testing programmes taking place in schools are on a shared document platform hosted by DfE, including FAQ, webinars and step-by-step ‘how to guides. .   * **For primary schools** - [Primary Schools Document Sharing Platform - Google Drive](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54). | | |  | **X** |
| **Symptoms** | * We deliver **strong messaging** about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases | | |  | **x** |
| **Vaccination** | * We encourage **vaccination** uptake for staff | | |  | **x** |
| **Dealing with confirmed case/ cases and outbreak.** | **Case (possible vs confirmed case)**  Possible: anyone with either a high temperature, a new, continuous cough or a loss of, or change to, your sense of smell or taste (and awaiting a test)  Confirmed: PCR or LFD test positive case of COVID-19 with or without symptoms. | | | | |
| **Close Contact requirements** | Individuals identified as close contacts are not required to self-isolate if any of the following apply:  they are fully vaccinated (e.g. at least 2 weeks after second dose)  they are below the age of 18 years and 6 months  they have taken part in or are currently part of an approved COVID-19 vaccine trial  they are not able to get vaccinated for medical reasons  Close contacts who are not required to isolate will be advised to:  take a PCR test (do not need to isolate whilst awaiting result but will need to isolate as a case if positive)  limit close contact with others outside their household  wear a face covering in enclosed spaces  limit contact with clinically extremely vulnerable  participate in twice weekly LFD testing if eligible | | |  |  |
| **Cases -staff** | For all cases relating to staff, please also see the guidance for workplaces: For cases in staff, settings should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are aware. Employers will need to provide the 8-digit NHS Test and Trace account ID of the person who tested positive, alongside the names of co-workers identified as close contacts to ensure they are registered with NHS Test and Trace and receive the necessary public health advice. | | |  |  |
| **Cases- pupils** | Children who are unwell should not attend the setting and should remain at home until their acute symptoms resolve (+24 hours for a fever).  IF these symptoms develop into cough, temperature, changes to taste and smell, should isolate and test.  IF test negative to COVID-19, still need to remain at home until at least 24 fever free and acute symptoms resolved.  **Parents and settings should not try and ‘second guess’ diagnosis – if have the key symptoms, isolate and test.**  Examples of acute symptoms with which children should not attend school/nursery include fever, muscle aches, hacking cough.  Follow public health advice on managing confirmed cases of COVID-19 see Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)  Ensure the case isolates for 10 days  Household of the case isolates for 10 days (unless fully vaccinated or aged under 18 years and 6 months)  If positive case came from an LFD test, case should take a confirmatory PCR test within 48hrs of the LFD  Following a pupil PCR positive NHS Test and Trace will speak to the case (or parent/carer) to identify close contacts and advice on isolation as required and to get a PCR test  Staff and pupils who do not need to isolate should continue to attend school as normal  Clean and disinfect rooms the case was in, using appropriate PPE  Case and any isolating contacts can return once isolation period is completed, as long as they are well  Escalation criteria:  If you have any infection control concerns or questions call the DfE Coronavirus helpline on 0800 046 8687 for advice. If your setting meets the following thresholds for extra action (outlined in the Contingency Framework), the DfE helpline will escalate to the SW PHE Health Protection Team when a risk assessment is required. DCC Public Health Team can also assist. | | |  |  |
| **Case Thresholds** | For most education and childcare settings:   * 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period. * 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. * There are any admissions to hospital for COVID-19. * You are having problems implementing the control measures OR you have applied the control measures and are still seeing a significant rise in cases. | | |  | **x** |
| **Contingency framework and outbreak control measures** | Schools are required to update their contingency plan (or outbreak management plan) and describe how they will respond if children, pupils, or staff test positive for COVID-19, how they will operate if they are advised to reintroduce any measures to help break chains of transmission. Such measures should be considered in addition to the day-to-day control measures being implemented by schools, PHE SW Health Protection Team have defined 4 levels:  Baseline measures which settings should have in place at all times:  • Staff in primary schools should test themselves using LFDs twice a week using home test kits until the end of September when this is reviewed.  • Follow and promote public health guidance on testing, self-isolation and managing confirmed cases of COVID-19  • Setting based contact tracing of staff cases and staff contacts to be reported to the Self-Isolation Hub (020 3743 6715)  • Continue good hygiene measures, maintain appropriate cleaning regimes, keep occupied spaces well ventilated  • Appropriate use of PPE  • Continue strong messaging about signs and symptoms of COVID-19, isolation advice and testing  • Encourage vaccination uptake for eligible staff and students  Additional outbreak control measures – If the threshold for extra action (set out in the Contingency Framework) is met, additional outbreak measures may be considered that are appropriate and proportionate to your school. These can be implemented by the school without additional support/approval:  • Providing a ‘warn and inform’ letter to parents  • Strengthening communications to encourage testing (staff and secondary aged pupils only)  • Consider moving activities outside (including exercise, assemblies and classes)  • Further improvement of ventilation indoors, one-off enhanced cleaning (focus on touch points and shared equipment)  • Reviewing and reinforcing hygiene measures  Enhanced or Exceptional outbreak control measures - can be recommended following an Incident Management Team (IMT) or Outbreak Control Team meeting (OCT) and risk assessment undertaken with the Local Authority (or Health Protection Team (HPT)\*.  Note: additional measures may also be advised by a Director of Public Health across an entire area if an Enhanced Response Package (ERA) is in place (your LA will communicate this to you)  Contingency framework: education and childcare settings  [Actions for schools during the coronavirus outbreak](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Factions-for-schools-during-the-coronavirus-outbreak%3Futm_medium%3Demail%26utm_campaign%3Dgovuk-notifications%26utm_source%3Dae0d31a3-dbde-4cbf-91b2-2ed48dd33915%26utm_content%3Dimmediately&data=04%7C01%7Cmartin.bevan%40devon.gov.uk%7Caf88e73e2b0a4aaf180e08d9619fd4e1%7C8da13783cb68443fbb4b997f77fd5bfb%7C0%7C0%7C637648161361069520%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=PDxo%2BDr9OraQ6RJpUqDA9Ar7qHJZrh7WuZoVrjZ3urM%3D&reserved=0) | | |  | **x** |
| **Pupil / Staff related issues** | | | | | |
| **Vulnerable groups who are clinically, extremely vulnerable**. | All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Further information is available in the guidance on [supporting pupils at school with medical conditions.](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3)  Whilst attendance is mandatory, we will work collaboratively with families to reassure them and to help their child return to their everyday activities. Discussions will have a collaborative approach, focusing on the welfare of the child or young person and responding to the concerns of the parent, carer or young person  [FAQ](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Felearning.rcgp.org.uk%2Fpluginfile.php%2F170159%2Fmod_resource%2Fcontent%2F1%2FCYP%2520FAQs%2520FINAL.pdf&data=04%7C01%7Cmartin.bevan%40devon.gov.uk%7C4c32b3425e3b4968449e08d968b729d6%7C8da13783cb68443fbb4b997f77fd5bfb%7C0%7C0%7C637655958152167642%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=NJXoOumKtbqOiwpvJ6R0X2l8SOPjpBjz9xKRJAae4Gs%3D&reserved=0) | | |  | **x** |
| **Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors** | * A risk assessment will be undertaken with clinically extremely vulnerable and clinically vulnerable. A risk assessment will also be undertaken (or reviewed/updated if one was previously undertaken) with staff who may be anxious about returning to school and/or due to the increased numbers. The ‘Risk assessment for all staff including vulnerable groups’ can be used to aid and record this assessment -[*https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy*](https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy) | | |  | **x** |
| **Pregnant staff** | [Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)  - should have a risk assessment in place: [Coronavirus (COVID-19) infection and pregnancy (rcog.org.uk)](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/) can support risk assessment.  - a more precautionary approach advised for those >28 weeks pregnant or for individuals with underlying health conditions that place them at greater risk. | | |  | **x** |
| **Safeguarding all pupils** | * Our behaviour policies have been updated to reflect the new rules and routines necessary to reduce risk in our setting. This has been communicated to staff and parents. * Back playground is secure. * The front door remains locked during school hours * Safeguarding lead info is available to all staff:   Broadhempston: DSL Jill Ryder, DDSLs: Karen Barlow & Therese Carwithen 01803812689  Mob: 07927794985  Landscove: DSL: Jill Ryder 01803 762656  DDSL: Chloe McFadzean “  Should the above be unavailable for any reason, please contact one of the other DSL’s within our Trust:-  Bearnes – Dan Turner 01626 353980  Cheriton Bishop – Alex Waterman 01647 24817  Diptford – Lizzie Lethbridge 01548 821352  Drakes - Pete Halford 01395 443871  Harbertonford – Anne Burns 01803 732352  Hennock – Vic Pooler 01626 833233  Otterton - Pete Halford 01395 568326  Stoke Gabriel – Alice Eeles 01803 782469  Tedburn St Mary – Andy Keay 01647 61338  Yeoford – Alex Waterman 01363 84234  Devon County Council Local Authority Designated Officer (LADO) can be reached on 01392 384964. | | |  | **X** |
| **Transport** | | | | | |
| **Transport to/from school** | * DCC:Following discussions with colleagues at Public Health Devon and the Department for Education, and with the aim of minimising disruption to education in the Autumn term, DCC are asking that students aged 11 and over continue to wear face coverings when travelling on school transport until further notice. * DCC recognise that some medical conditions or additional needs may make this not possible - exemption passes are available - please contact the school directly who will be able to issue these. We would also ask that: * Pupils should wash/clean their hands before boarding home to school transport, and when arriving at school or home. * Pupils should respect the driver’s personal space and hold back from entering the vehicle until the driver has indicated it is safe to do so, they should then board one by one in an orderly manner. * It is still recommended that face coverings are worn by all passengers, unless exempt (www.gov.uk/ guidance/coronavirus-covid-19-safer-travel-guidance-forpassengers#face-coverings) | | |  | **x** |
| **Curriculum** | | | | | |
| **Educational visits** | * Staff will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. [General guidance](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits) about educational visits is available and is supported by specialist advice from the [Outdoor Education Advisory Panel (OEAP).](https://oeapng.info/) | | |  | **x** |
| **Physical activity in schools** | * PE specialist will attend Landscove on a weekly basis. A subject specific risk assessment is in place for this provision. * Children will be asked to come to school in PE kit and stay in this kit all day. This reduces the number of bags brought from home to school and the need to provide additional changing facilities * We will also ask pupils to come to school in their WWL kits on the days their class does Wild Woodland Learning as again this reduces the number of bags brought from home to school and the need to provide additional changing facilities | | |  | **x** |
| **Communications with parents & others** | | | | | |
| **Communications to parents and staff** | * Regular communications in place | | |  | **x** |
| **Pupils and families anxious about return** | * Support in place to address concerns and communications with parents on measures in place to reduce anxiety. * Clear messaging on expectations for attendance and identification of those who may be disengaged, disadvantaged or vulnerable and where catch up funding may need to be applied. * IIH support available within Trust | | |  | **x** |
| **Oversight of the governing body & Trustees** | | | | | |
| **Lack of governor oversight leads to the school failing to meet statutory requirements** | * The governing body & Trustees continue to meet regularly via online platforms. * The governing body & Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. | | |  | **x** |

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| **Assessor’s Recommendations - Additional Control Measures or Actions** | | |
| **List Actions / Additional Control Measures** | **Date action to be carried out** | **Person Responsible** |
| Share this RA with all staff  Place on school website to keep all parents fully informed  Ensure updates and reviews follow latest government/DFE guidelines | Update shared 7th September 2021  7th September 2021  As DFE guidance is published | Jill Ryder  Jill Ryder/Amanda Grant  Jill Ryder |

**Signed: Academy Head: Date 7th September 2021**

The outcome of this assessment should be shared with the relevant staff

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator