



COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and pupils is of utmost importance to us.

This template does not follow the traditional format for a risk assessment. It only covers the control measures needed to manage the risks presented by COVID-19 as low as is possible, in line with community risk levels, therefore the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant. More information on the measures identified here is available in the Compliance Code for all educational settings.

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
15/07/2021	New



Setting/Premises:	Woodland View Junior School		
Location:	Ivy Road, Spixworth, Norwich, NR10 3PY		
Assessment Date:	August 2021	Last Review Date:	May 2021
Assessment completed by:	H. Payne		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Key infection control measures

Cleaning and disinfection

<p>Cleaning and disinfection</p>	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. • Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use 	<p>Y</p>	<p>Caretaker and 2 cleaners have cleaning schedules and designated areas to clean which follow the compliance code. Bin bags have been reintroduced to the library; the cleaner with responsibility for the area will spray then at the end of the day. Additional spray cleaning can be undertaken by staff at any point in the day provided there are no children in the area and the area is well ventilated. Staff support with any additional wiping of touch points in the classroom when the need arises. Lunches will be eaten in the dining hall in two sittings (LKS/UKS), tables will be</p>	<p>August 21</p>
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			cleaned and disinfected before, between and after lunch sittings. Antibacterial wipes and electrical wipes are available to wipe down shared touch points in staff areas.	
	<ul style="list-style-type: none"> If a surface is visibly dirty it is always cleaned prior to disinfection. 	Y	This is the responsibility of all staff, cleaning materials are available in all classrooms, offices and communal staff areas.	August 21
	<ul style="list-style-type: none"> Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 	Y	Children's toilets have a visual check and a wipe down after lunch by JC and PL.	August 21
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> Know the schedule information. Have received relevant training/instruction Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. 	Y	In place	August 21

Hand hygiene and respiratory hygiene arrangements

Hand hygiene	<ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). 	Y	In place Regular reminders given Posters displayed around school Staff lead pupils to classes from the outdoor areas and supervise	August 21
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	<ul style="list-style-type: none"> • Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts. • Supervision arrangements are in place to support pupils with handwashing where it is needed. • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. • Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. • Entrances are supervised on arrival in the morning to support hand sanitising. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 		handwashing/sanitising on the way into and out of the classrooms	
	Hand washing is carried out using running water (static bowls are not used)	Y	In place – children’s sinks do not have plugs	August 21
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Y	In place	August 21
	Consideration has been given to replacing traditional taps with easy operating lever taps	Y	In place but not completed due to cost	August 21
	<ul style="list-style-type: none"> • Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. 	Y	Installed Spare stock is kept in a safe and secure location, additional wipes have been ordered, smaller bottles can be taken to different locations to meet need.	August 21



	<ul style="list-style-type: none"> The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. Hand sanitiser points are checked regularly and stock replenished where necessary. 		Sanitiser points are checked daily by the cleaning team.	
	Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Y	Portable outdoor sanitiser stations are stored in each classroom overnight	August 21
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Y	Units used as provided under adult supervision. Stands are mobile and can be moved if there has been a spill.	August 21
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Y	Personal supplies on own desk only for supervision	August 21
Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day 	Y	In place	August 21
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	Y	Posters displayed around school	August 21

Ventilation (and use of outside space)

Use of outside space	Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils.	Y	Assemblies will continue to be virtual during the autumn term The UKS and LKS will use the dining hall in separate sittings with additional cleaning, ventilation is good in the hall. Most meetings will continue to be virtual, those which are not will have consideration of the risks such as number or	August 21
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			participants, ventilation, space available.	
Increasing ventilation	<p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none"> • Mechanical ventilation has been checked to ensure it provides fresh air to rooms • Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. • Where fresh air provision is not adequate windows are also opened in these areas. • Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented. 	N/A		August 21
	<ul style="list-style-type: none"> • Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) • Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. • Non fire doors are secured in the open position • Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. 	Y	<p>Staff are aware the windows in the SEN resource room do not have window restrictors, they should NOT be open at break or lunch times and MUST be closed when the room is not in use.</p> <p>All rooms should have doors and windows open to provide natural ventilation.</p>	August 21
	<p>During cooler weather:</p> <ul style="list-style-type: none"> • Windows are fully opened before rooms are occupied and during breaks. • Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially • Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 	Y	In place	August 21



	<ul style="list-style-type: none"> Members of the team are nominated to ensure that windows are opened in accordance with the above Signage is provided to remind occupants not to fully close windows Regular checks are made to ensure that arrangements are being followed 	Y	The first adult in the room in the morning opens windows and doors, signs added to all spaces used during the day.	August 21
Reassurance measures	<ul style="list-style-type: none"> Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code 	Y	CO2 sensors will be provided to all schools throughout the Autumn term. These will be fully utilised on receipt.	August 21
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Y	In place	August 21
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	N/A		August 21
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less Equipment, machinery that prevent air circulating have been relocated where possible Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). Fans are not used in poorly ventilated areas Advise has been sought from HSW for using these areas 	N/A		August 21

PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Y		August 21
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Educational visits and use of third-party premises

International visits	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.	Y	In place	August 21
All visits	<ul style="list-style-type: none"> • Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. • The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation • Where appropriate, the third-party provider is involved in planning arrangements. • Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit • Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. • A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> ○ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities ○ There is an appropriate level of insurance cover for the visit ○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 	Y	Any visits will follow the compliance code and be planned in conjunction with the Federation EVC	August 21
Specific considerations	<ul style="list-style-type: none"> • Additional factors needed for children (and staff) with SEND and medical conditions have been considered. • There are contingency plans in place, for example, to respond to symptoms developing in the group. 	Y	Any visits will follow the compliance code and be planned in conjunction with the Federation EVC	August 21

Transport and travel

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Y	Reminders	August 21
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.	Y	Reminders If pupils arrive at school wearing a face covering we must instruct pupils to: not touch the front of their face covering when removing it, dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) place reusable face coverings in a plastic bag they can take home with them wash their hands again before heading to their classroom Safe wearing of face coverings necessitates: cleaning hands before and after touching face coverings, – including to remove or put them on safely storing face coverings in individual, sealable plastic bags between use not touching the front of face coverings during use or when removing them	
	Windows are opened during journeys where it is safe to do so	N/A	We do not own any school transport	August 21
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.	N/A	We do not own any school transport	August 21
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Y	In place	August 21
	<ul style="list-style-type: none"> Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so 	Y		August 21



	<ul style="list-style-type: none"> • Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings • Staff are encouraged to wear face coverings when using public transport. 			
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Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.	Y	Tours of the school happen after pupils and most staff have left the site. Visits are by appointment only	August 21
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out	Y	In place	August 21
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • That you encourage participation in asymptomatic testing • Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. • To leave the setting immediately if they develop symptoms • Hand shaking should be avoided 	Y	Managed by office staff – in place	August 21
	On arrival visitors will be: <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 	Y	Managed by office staff – in place	August 21
	Visitors will use their own pen or will be provided with a pen that they take with them.	Y	In place	August 21
	A QR code is in place for events involving large numbers of visitors.	N	Current systems have proven successful. Will remain under review.	August 21
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.	Y	In place	August 21

Catering

	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .	Y	Little Norfolk Kitchen – risk assessment shared	August 21
	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance	N/A		August 21
Vending machines	<ul style="list-style-type: none"> Vending machine disinfection is incorporated into the touch point cleaning arrangements. Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection slot, therefore performing hand hygiene before and after use is reinforced. Hand sanitiser and disinfectant wipes are provided next to them with instruction to use before and after. 	N/A		August 21

Health, well-being and attendance
Asymptomatic testing

Summer attendance	<ul style="list-style-type: none"> Staff and secondary pupils are encouraged to continue to regularly test at home if they attend the setting over the summer period. Tests are provided to attending staff and pupils 	Y	Staff who have opted in to testing were supplied with test kits for the summer break. Staff who did not previously opt in also given the option of taking tests home for the summer break.	July 21
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Autumn return	<ul style="list-style-type: none"> Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return applied across the first week). Staff and secondary pupils are encouraged to continue to test twice weekly until notified. A small asymptomatic testing site is retained on site at secondary settings so that pupils who are unable to test at home can use this facility. Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools The risk assessment templates for LFD testing have been completed as appropriate 	Y	In place for staff.	August 21
Vaccination	Where eligible, staff and students are encouraged to participate in the vaccination programme.	Y		August 21

First aid

First aid – all settings	COVID-19 First Aid guidance is followed.	Y	In place	August 21
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Individual risk - pupils

Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	Y		August 21
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> Individual risk assessments will be carried out for pupils who are at an increased risk 	Y	Staff to alert SLT if they have a child in their care that may be at increased risk.	August 21



Aerosol generating procedures	<ul style="list-style-type: none"> A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG's Educational Settings Guidance on AGP's 	N/A		August 21
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Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Y	New Federation behaviour policy launched Jan 21 with relaunch on 8 th March 21 after lockdown. To be introduced again Sept 21.	August 21
Increased supportive measures for pupils/ psychological needs	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Y		August 21
Increased supportive measures for pupils/ psychological needs	Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. Ensuring that staff increase their level of self protection, Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. 	Y		August 21
Increased supportive measures for pupils/ psychological needs	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Y		August 21

Wellbeing and attendance

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	Y	SEMH whole school focus Specific transition arrangements in place for identified children New role of family support worker in place from Sept 21	August 21
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	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.	Y	Continuing access to pastoral support lead Pastoral support google classroom	August 21
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y	E.g. Individual, PATHS, Nurture	August 21
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	Y		August 21
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	Y		August 21

Staff health and well-being

Individual assessment	<ul style="list-style-type: none"> All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the template provided is used to record conversations and agreed control measures. 	Y	To be reviewed during the first week back	August 21
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	Mental Health Champions poster displayed around school Norfolk Support Line number and poster on display in staff room and meeting room	August 21

Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> Staff know to go home as soon as possible if they develop symptoms of COVID-19 Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible 	Y	Verbal checks on arrival Heightened awareness of all staff Touch-free thermometers available Medical room designated waiting space	August 21
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	<ul style="list-style-type: none"> Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day Anyone who has developed symptoms and cannot go home immediately will wait in the designated room Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks 		Words and pictures used to support communication for children with additional needs as required	
Self-isolation criteria	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> Where notified by NHS Test and Trace In line with travel - Entering the UK If the person has COVID-19 symptoms On receiving a positive LFD or PCR test 	Y		August 21

Collaboration

General Arrangements

General Arrangements	<ul style="list-style-type: none"> Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. 	Y	Email, phone calls, website	August 21
	<ul style="list-style-type: none"> The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers. Where required the setting has added additional information that has been identified in this risk assessment. 	Y		August 21
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	Y	On website for reference	August 21



	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.	Y	Symbols, limited text as part of standard practise. Further versions available on request.	August 21
All staff instruction and involvement	<ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. All staff have confirmed that they are confident in applying the control measures identified in this assessment. Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). Staff have been given the opportunity to discuss and resolve any concerns that they have. 	Y	In place – forwarded to staff before opening, staff able to ask questions via email, on INSET sessions, during the working day	August 21
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Y		August 21
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	New member of staff to be briefed in September about COVID measures as part of induction/orientation.	August 21



Respectful space

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> Continued cohorting of staff Utilisation of online meetings and training Keeping numbers minimised for in person meetings and training Reduction of pinch points and areas of congestion Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 	Y	<p>Separate break and lunch times for LKS and UKS</p> <p>Pupils can go to the toilet when they need it to avoid congestion in toilet blocks, we are still only allowing use by one person in the area at a time. Where possible meetings will continue to be online.</p> <p>Where training takes place in person, precautions will be followed to maximise safety (ventilation, social distancing, outdoors or in large space, masks)</p> <p>Furniture in staff rooms continues to be spaced out.</p> <p>The meeting room continues to be available as a second staff room.</p>	August 21
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Hiring School Premises (and providing premises for club use)

Hiring School Premises	<ul style="list-style-type: none"> Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	Y	All premises and equipment are cleaned after use (either by the user; such as the outside toilet for Youth Football, or by the caretaker; such as the hall floor after Slimming World)	August 21
	<ul style="list-style-type: none"> Information about ventilation requirements is provided to the user 	Y	Sent as part of the information when the user requests/books the use of the school premises.	August 21



	<ul style="list-style-type: none"> • The school and user have agreed and confirmed their responsibilities prior to use, • The hirer has confirmed that they are following COVID-19 control measures for their activities • The use of QR codes is encouraged where members of the public take part in the activity. 	Y	Ts & Cs are sent to the hirer and agreed as part of the booking procedure. LB Coaching / KidzKlub / LNK all stated they are following the current government guidelines QR codes are currently used by Youth Football where appropriate.	August 21
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Review

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> • Effective • Working as planned • Updated appropriately (reflecting updates to the compliance code) 	Y	Health and safety item on all staff meeting agendas from Sept 21	August 21
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Any other actions that are not listed above

<p>Assessor's Name: Heallen Payne</p>	<p>Manager's Name: Heidi Jordan</p>
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Position: Head of School	Position: Executive Headteacher
Signature: <i>Heallen Payne</i>	Signature: H. Jordan