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| <b>RISK ASSESSMENT FORM</b>   | <b>Ref Number: CV</b>           |                         |
| <b>Establishment:</b> Oldham Primary / Secondary School [Insert Name of School] | <b>Assessment by:</b> PG (Head) | <b>Date:</b> 09/03/2022 |
| <b>Task / Process Being Assessed:</b> School operating during COVID 19 pandemic | <b>Approved by:</b>             | <b>Date:</b>            |



### Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their own unique circumstances.

### Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance 'Schools COVID 19 Operational Guidance (Updated February 2022). This guidance is available [here](#).

Other helpful guidance documents for schools:

- **Schools COVID 19 operational** – Available [here](#) and to be referenced throughout the risk assessment.
- **Guidance for people previously considered clinically extremely vulnerable** from COVID 19– Available [here](#)
- **People with COVID 19 and their contacts**– Available [here](#)
- **Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)** – Available [here](#)
- **EYFS** – Available [here](#)
- **Actions for Early Years Providers**- Available [here](#)
- **SEND** – Available [here](#)
- **Holiday or after school clubs guidance available** [here](#)
- **Cleaning in Schools** – Available [here](#)
- **Safe Travel** – Available [here](#)

### Overarching Principals

Within its operational guidance the Government as set out some key areas for consideration to control the spread of COVID 19 in schools which has formed the basis of this risk assessment. These are:-

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Keeping occupied spaces well ventilated
- Following public health advice on testing, self-isolation and managing confirmed cases of COVID 19.

### Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

#### **YOU ARE ADVISED TO NOT LEAVE HOME IF YOU HAVE:-**

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you are advised to follow guidance [here](#)

## Risk Assessment

| What are the hazards to health, safety and the environment? (e.g. heavy box, fuel delivery)  | Who or what might be harmed and how? (e.g. staff, visitors, etc)   | Likelihood (1 – 5) | Severity (1 – 5) | Risk Rating (L x S) | What is already in place?  | Is there any further action required?  | Action by who? | Action by when?      | Date completed |
|--|--|--------------------|------------------|---------------------|--|--|----------------|----------------------|----------------|
| <b>Getting or spreading COVID 19 by not following public health advice on testing, self-isolation and managing confirmed cases of COVID 19</b> | Staff/Vulnerable staff pupils and visitors may become infected and suffer ill health from exposure to COVID-19 | 3                  | 3                | 9                   | <u>Vulnerable staff</u><br><br>Extra consideration given to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield however school will continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.<br><br>Individual discussions and risk assessments to be completed for vulnerable staff. | Discuss concerns with vulnerable members of staff and review how they are deployed to enable them to work as safely as possible<br><br>Advice for those who are vulnerable, including pregnant women available <a href="#">here</a> and <a href="#">here</a><br><br>HSE guidance on protecting vulnerable workers found <a href="#">here</a> | PG (Head)      | 09/03/22 and ongoing | 09/03/2022     |
|  |  |                    |                  |                     | <u>Vulnerable Pupils</u><br><br>Children and young people who were previously identified as being vulnerable/clinically extremely vulnerable are advised to continue to follow <a href="#">Guidance for people previously considered clinically extremely vulnerable from COVID-19.</a><br>Children and young people over the age of 12 with a weakened immune system should follow <a href="#">Guidance for people whose immune system means they are at higher risk from COVID-19.</a> Children and young people | Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered.  | PG (Head)      | 09/03/22 and ongoing | 09/03/2022     |

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|  |  |  |  | <p>previously considered CEV to attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p><u>People with COVID 19 symptoms or a positive test</u></p> <p>Pupils, staff and other adults should follow guidance on <a href="#">People with COVID-19 and their contacts</a> when they develop COVID 19 symptoms or following a positive test.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where possible, where they can be isolated behind a closed door, depending on their age and needs with adult supervision. Windows in the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected, they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p> <p>The child to be collected by a member of their household where possible or their family and should avoid public transport.</p> <p>PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex</p> | <p>Identify quarantine room for young people and identify toilet arrangements.</p> <p>In the main building, this is the First Reflection Area (outside LC's office) using the Disabled toilet.</p> <p>In the annexe it is the area outside the Disabled toilet using this facility as needed too.</p> | All staff | 09/03/22 and ongoing | 09/03/2022 |
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|  |  |  |  | <p>needs). PPE guidance found <a href="#">here</a> will be followed</p> <p>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found <a href="#">here</a>.</p> <p>Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p><u>Testing</u></p> <p>From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population.</p> <p>In the event of an outbreak, a school may be advised by local public health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.</p> <p>Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing. To follow guidance here. <a href="#">Special schools and other specialist settings: coronavirus (COVID-19)</a>.</p> |  |  |  |  |
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|  |   |   |   |   | <p><u>Vaccination</u></p> <p>Recommend all school staff and eligible pupils take up the offer of a vaccine</p>  |  |  |                                    |                      |
| <p><b>Hand Washing</b></p> <p>Inadequate hand washing facilities and regimes</p> | <p>All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure to COVID-19</p> | 3 | 3 | 9 | <p>Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments (not to be used in the science labs due to increased fire risks).</p> <p>Hand sanitiser only used where sinks are not available.</p> <p>Hand sanitisers only be used under close supervision for younger children -. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> <li>- eating/drinking</li> <li>- coughing or sneezing</li> <li>- using the toilet</li> <li>- handling cleaning chemicals.</li> </ul> <p>Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p> <p>Help will be provided to children and young people who have trouble cleaning their</p> | <p>Ensure all sinks have necessary stock &amp; restock as required.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance found <a href="#">here</a></p> | <p>All staff, children &amp; visitors.</p> | <p>From 9/3/2022 &amp; ongoing</p> | <p>From 9/3/2022</p> |

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|  |  |  |  | <p>hands independently.</p> <p>Hand washing guidance found <a href="#">here</a> circulated amongst all staff / pupils.</p> <p>Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day.</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged. Uniforms do not need any more washing than normal.</p> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p> <p>Staff working with pupils who spit uncontrollably offered more opportunities to wash hands</p> <p>Pupils and students who use saliva as a sensory stimulant or who struggle with 'catch it, kill it, bin it' given more opportunities to wash hands,</p> <p>Consideration given to those with complex needs who may need additional support to clean hands or ensure good respiratory</p> | <p>Poster around the school as appropriate.</p> |  |  |  |
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|   |   |   |   |   | hygiene.   |   |  |                         |            |
| <b>Cleaning</b><br>Inadequate cleaning regime | All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure COVID-19 | 3 | 3 | 9 | <p>Government cleaning advice found <a href="#">here</a>. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities).</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p> <p>Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:</p> <ul style="list-style-type: none"> <li>- door handles</li> <li>- door plates</li> <li>- bannisters</li> <li>- desks</li> <li>- chairs</li> <li>- taps and sinks</li> <li>- telephones</li> <li>- keyboards</li> <li>- light switches</li> <li>- electronic entry systems</li> <li>- vending machines</li> <li>- toys</li> </ul> <p>Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.</p> | Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary. | MS (caretaker) and staff to assist with notification as needed | From 09/03/22 & ongoing | 09/03/2022 |

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|  |   |   |   |   | If lights are not on automatic sensor staff instructed to leave them on throughout the day.   |  |            |                          |            |
| <b>Ventilation</b><br>Poor ventilation | All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure COVID-19 | 3 | 3 | 9 | <p>All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible.</p> <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Poorly ventilated areas identified, and steps taken to improve fresh air flow in these areas</p> <p>CO2 monitors in place so staff can quickly identify where ventilation needs to be improved.</p> <p>Mechanical ventilation adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>Where possible, systems adjusted to full fresh air or, if this is not possible, then systems operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Mechanical ventilation maintained in accordance with the manufacturers' recommendations.</p> <p>Particular attention paid to ventilation when holding events where visitors such as parents are on site (e.g. school plays)</p> | <p>Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safeguarding issue.</p> <p>All doors open using automatic fire safety controls.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Separate Risk Assessments undertaken at such times.</p> | All staff. | From 09/03/22 & ongoing. | 09/03/2022 |
|  |   |   |   |   |   |  | All staff. | From 09/03/22 & ongoing. | 09/03/2022 |



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|  |   |   |   |   | Balance needed for ventilation whilst maintaining comfortable temperature, for example in cooler months, windows opened slightly and opened more fully at break times in order to purge the air.   |   |                        |                          |            |
| <b>Getting or spreading COVID 19 by not following latest public health advice on travel and educational visits</b> | Pupils, staff, volunteers.  | 3 | 3 | 9 | <p>Separate, individual risk assessment completed for all educational visits as usual.</p> <p>Any international trips organised in compliance with international travel legislation</p> <p>Government travel guidance found <a href="#">here</a> will also be circulated amongst parents and pupils relating to travel to and from school as well as travel on any educational visits</p>  | Travel guidance to be circulated.   | All staff              | From 09/03/22 & ongoing. | 09/03/2022 |
| <b>Personal Protective Equipment (PPE)</b><br><br>Inadequate PPE provision in school                               | All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure COVID-19 | 3 | 3 | 9 | <p>School implement government guidance on PPE in schools, found <a href="#">here</a>.</p> <p>Generally, most staff in school will not require PPE beyond what they would normally need for their work.</p> <p><b>Face coverings</b></p> <p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</p> <p>In line with outbreak management plan and following any advice from local public health teams, face coverings may be reintroduced in an outbreak situation.</p> <p>Face visors or shields can be worn by those</p> | <p>Ensure adequate bins and tissues are made available.</p> <p>Ensure PPE is available for emergencies – this should include:<br/>disposable gloves,<br/>a disposable apron<br/>a fluid-resistant surgical face mask (only where 2m can't be maintained).</p> <p>Ensure all staff and children know the procedures to follow.</p> | All staff as required. | From 09/03/22 & ongoing. | 09/03/2022 |

exempt from wearing a face covering but it is recognised that they are not an equivalent alternative in terms of source control of virus transmission. Visors/shields suitably cleaned after use.

**Other PPE**

– PPE usually only needed:-

- where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and
- where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way.

School will follow guidance [here](#) for PPE requirements

Waste to be disposed of in line with government guidelines found [here](#). This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-

- put it in a plastic rubbish bag and tie it when full
- place the plastic bag in a second bin bag and tie it
- put it in a suitable and secure place marked for storage for 72 hours.

Such waste will be stored safely and securely kept away from children. Waste will

|   |   |   |   |   |  |   |                            |  |            |
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|   |   |   |   |   | not be put in communal waste area until after 72 hours.  |   |                            |  |            |
| <b>Stress</b><br><br>Stress and anxiety about Coronavirus COVID-19  | Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement  | 3 | 3 | 9 | Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.<br><br>Guidance available from Public Health England <a href="#">here</a> - shared with all staff.<br><br>Bereavement policy in place and followed where applicable.<br><br>Access to Employee Assistance Programme and counselling on self-referral basis.<br><br>Staff reassure children and young people on regular basis. | Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.<br><br>Provide information on EAP details – posters around school as appropriate.<br><br>Hold wellbeing meetings where possible. | All staff.                 | Ongoing from 09/02/22                  | 09/02/2022 |
| <b>Contractors / Visitors (including governors and parents)</b><br><br>Visitors and spread of Coronavirus | All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19 | 3 | 3 | 9 | Any visitors to the school asked to sign in as usual and hand wash/hand sanitise on arrival and at appropriate intervals<br><br>Consideration given to events such as school plays to ensure that rooms are well ventilated, visitors asked to wash hands/use hand sanitiser etc.  | Ensure reception / office staff are made aware of contractor arrivals and procedures<br><br>Provide signage where appropriate.  | All visitors/ contractors  | Continue Usual procedure from 09/02/22 |            |
| <b>Medication and First Aid</b><br><br>Inadequate procedures for managing medical needs                   | Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly   | 2 | 3 | 6 | Ensure staff are aware of any medical issues affecting individual attendees including staff.<br><br>Healthcare Plans and Individual Risk assessments will be carried out and readily accessible for relevant staff.<br><br>School follows normal procedures following  | Undertake individual risk assessment where required.<br><br>Ensure adequate First Aid   | Staff, children & visitors | 09/02/22                               | 09/02/2022 |

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|  | enough.  |   |   |    | <p>a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>School follows normal procedures on administration of medication in line with school policy.</p> | equipment is available.  |   |                               |            |
| <p><b>Emergency Procedures</b></p> <p>Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures</p> | All building users may become trapped in event of fire | 2 | 5 | 10 | <p><b>General Procedures</b></p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.</p> <p>Where any fire routines have changed due to COVID restrictions all staff and pupils and others who may be affected to be debriefed on changes.</p> <p>School has in place separate fire risk assessments and associated management documentation</p>  | <p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.</p> <p>Brief staff and children on Fire procedures of the school.</p> | All staff, children & visitors                    | Termly as per usual practice. | 09/03/2022 |
| <p><b>Building Maintenance</b></p> <p>Lack of building/ property</p>   | All building users including staff, pupils,            | 2 | 5 | 10 | <p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc.).</p> <p>Where possible checks take place before or</p>  | Undertaken by caretaker and via Weblog (Bradbury's) – routines established and maintained daily, weekly, monthly, annually etc.                  | MS (caretaker), LW (H&S Co-ordinator) & PG (Head) | Ongoing from 09/03/22         | 09/03/2022 |

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| <p>maintenance<br/>Faulty equipment<br/>services leading<br/>to injury or death</p> | <p>visitors,<br/>cleaners,<br/>contractors<br/>may be<br/>injured from<br/>defective<br/>equipment /<br/>property due<br/>to lack of<br/>maintenance.</p> |  |  |  | <p>after school or away from other staff / pupils.</p> <p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Assurances have been sought from external organisations providing FM services that checks are in date.</p> | <p>H&amp;S audits, inspections etc<br/>see H&amp;S co-ordinator<br/>files/evidence (LW).</p> |  |  |  |
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| <b>REVIEWS:</b>        |                     |                  |
| <b>DATE OF REVIEW:</b> | <b>REVIEWED BY:</b> | <b>COMMENTS:</b> |
| <b>DATE OF REVIEW:</b> | <b>REVIEWED BY:</b> | <b>COMMENTS:</b> |
| <b>DATE OF REVIEW:</b> | <b>REVIEWED BY:</b> | <b>COMMENTS:</b> |

## **RISK MATRIX**

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

**Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding**

|               | SEVERITY      |       |          |       |              |
|---------------|---------------|-------|----------|-------|--------------|
| LIKELIHOOD    | Insignificant | Minor | Moderate | Major | Catastrophic |
| Very unlikely | 1             | 2     | 3        | 4     | 5            |
| Unlikely      | 2             | 4     | 6        | 8     | 10           |
| Possible      | 3             | 6     | 9        | 12    | 15           |
| Likely        | 4             | 8     | 12       | 16    | 20           |
| Very likely   | 5             | 10    | 15       | 20    | 25           |

| KEY: SEVERITY OF HARM |               |  |                 |
|-----------------------|---------------|--|-----------------|
|                       | Severity      | Description  | Persons at risk |
| 1                     | Insignificant | Non or insignificant injury / illness / loss               | 1               |
| 2                     | Minor         | Minor injury / illness / loss minor first aid required     | up to 5         |
| 3                     | Moderate      | Injury / illness / loss – reportable to the HSE            | up to 10        |
| 4                     | Major         | Major injuries / severe incapacity – reportable to the HSE | up to 25        |
| 5                     | Catastrophic  | Fatality / severe incapacity                               | 25 or more      |

| IMPORTANT  |
|--|
| When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account                            |
| Risks that calculate as high <b>MUST</b> have further control measures put into place that reduce the risk <b>BEFORE</b> the activity is carried out |
| Medium risk factors will have more control measures introduced where possible to reduce the risk to the lowest possible risk                         |
| Staff <b>MUST</b> be prohibited from undertaking medium to high risk activities for which they have not received appropriate training                |
| The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned                                   |

**OFFICE USE ONLY**

**Record of document review and amendments**

| <b>Risk Assessment Form</b> |             |                   |   |
|-----------------------------|-------------|-------------------|---|
| <b>Version</b>              | <b>Date</b> | <b>Amended By</b> | <b>Comments</b>   |
| 1                           | 13/05/2020  | M Hill            | Created   |
| 2                           | 20/5/2020   | L Smith           | Slight amends following feedback from trade unions and public health                          |
| 3                           | 07/07/2020  | L Smith           | Updated following September Opening Guidance  |
| 4                           | 08/2021     | L.Smith           | Updated in line with new guidance   |
| 5                           | 7/3/2022    | L.Smith           | Updated following February 2022 Government guidance   |
| 6                           | 09/03/2022  | P Glynn           | Completed for St Thomas' Leesfield after receiving from the LA Weekly Briefing on 09/03/2022. |