

## SCHOOL RISK ASSESSMENT – COVID-19

**NOTE:** Due to the constantly changing situation this general risk assessment MUST be amended to reflect each school's specific controls on an ongoing basis, including the impact of any local lockdown measures in line with the [Government's contain framework](#).



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Full School opening arrangements during COVID-19 restrictions tier 4 restrictions January 2021

**Location of activity:**

<b>Team/School name: Address &amp; Contact details:</b>	Duke Street and Highfield Nursery School Federation	<b>Name of Person(s) undertaking Assessment:</b>	Susan Conron
		<b>Signature(s):</b>	
<b>Line Manager/ Headteacher (Name/Title):</b>	Susan Conron	<b>Date of Assessment:</b>	3 <sup>rd</sup> Jan 2021
<b>Signature:</b>		<b>Planned Review Date:</b>	Weekly from start of autumn term
<b>How communicated to staff:</b>	Email, staff meeting and buddy meetings	<b>Date communicated to staff:</b>	Emailed to all staff 4 <sup>th</sup> Jan 2021

### PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID-19 guidance and advice	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• School regularly refers to official advice from the DfE, PHE, HS&amp;Q and HR; <ul style="list-style-type: none"> <li>○ <a href="#">Coronavirus (Covid-19): guidance for schools and other educational settings</a></li> <li>○ <a href="#">LCC Schools HR guidance</a></li> <li>○ <a href="#">LCC Health &amp; Safety COVID-19 web page</a></li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>Headteacher or other senior person keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required.</li> </ul>
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> <li>Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk in the worst affected areas;</li> <li>Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents are advised to speak to their child's Doctor to clarify whether their child should still be classed as clinically extremely vulnerable;</li> <li>Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a> or the specific advice of their Doctor;</li> <li>Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary;</li> <li>School applies the measures set out in the government <a href="#">Guidance for full opening: schools</a> as far as is reasonably practicable to reduce the risk to all staff, <a href="#">visitors and pupils</a> including those who are extremely clinically vulnerable and clinically vulnerable;</li> <li>The Headteacher will take steps to discuss the concerns of parents of pupils with possible risk factors and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Staff members who are in these categories are reminded to take particular care;</li> <li>• Where an employee expresses concerns or is identified as being in the clinically vulnerable categories <a href="#">an individual risk assessment</a> will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes;</li> <li>• Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a <a href="#">new &amp; expectant mother risk assessment</a> and <a href="#">individual Covid-19 concerns risk assessment</a> will be completed for all pregnant staff;</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal;</li> <li>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. If people with significant risk factors express concerns <a href="#">an individual risk assessment</a> will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;</li> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;</li> </ul>
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Staff, parents and pupils are made aware of the <a href="#">virus symptoms</a>;</li> <li>• Staff, other adults and pupils are instructed not to come into school if they or members of their household have <a href="#">coronavirus (COVID-19) symptoms</a>,</li> </ul>

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			<p>in-line with the <a href="#">guidance for households with possible coronavirus infection</a>;</p> <ul style="list-style-type: none"> <li>• Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to <a href="#">arrange a test</a> to see if they have COVID-19;</li> <li>• Staff and parents are advised that other members of their household (including any siblings) should self-isolate from date of the systems starting and the next 10 full days.</li> <li>• Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school;</li> <li>• If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating;</li> <li>• Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team;</li> <li>• If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs;</li> <li>• Ideally, a window will be opened in the room for increased ventilation;</li> <li>• If it is not possible to isolate the pupil e.g. if it causes them undue distress</li> </ul>

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			<p>or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others;</p> <ul style="list-style-type: none"> <li>• If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else;</li> <li>• The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>;</li> <li>• When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn;</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.</li> <li>• All PPE that has been used in the above process should be disposed in the following way: <ul style="list-style-type: none"> <li>- Placed in a plastic bag and tied</li> <li>- Placed in a second plastic bag and tied again</li> <li>- Marked appropriately and stored in a secure COVID-19 area for 72 hours.</li> </ul> </li> </ul>
Staff, pupils & household members test positive for	Staff, pupils, visitors, contractors,	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-</li> </ul>

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COVID-19	household members		<p>19) infection' self-isolating for at least 10 days from the onset of their symptoms, or from their test day if they are asymptomatic, and will only be allowed to return to school when they have been without a fever for at least 48 hours.</p> <ul style="list-style-type: none"> <li>• They can return to school after 10 days even if they still have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone;</li> <li>• They will be advised that other members of their household must continue self-isolating for the full 10 days;</li> <li>• Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 48 hours before the onset of their symptoms, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the 48 hours prior to the onset of their symptoms; <b>if the staff member / pupil has not been in school the 48 hours before the onset of their symptoms the school do not need to take any further action;</b></li> <li>• Based on the outcome from the rapid risk assessment, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>○ direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</li> <li>○ travelling in a small vehicle, i.e. a car, with an infected person;</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>• School will follow the guidance in the latest <a href="#">PHE (Lancashire) Schools Resource Pack</a> (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help;</li> <li>• School will keep a record of pupils and staff in each group (bubble) and any close contact that takes place between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others;</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms;</li> <li>• If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test;</li> <li>• If the test is negative they are instructed to remain in isolation for the remainder of the 10-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days;</li> <li>• If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period);</li> <li>• They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms;</li> <li>• In the event that a parent or guardian insists on a child attending school, the Headteacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be</li> </ul>

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			carefully considered in light of all the circumstances and current public health advice.
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> <li>• Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements;</li> <li>• Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments;</li> <li>• Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis;</li> <li>• All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities;</li> <li>• Signage, posters and other instructions are displayed to support implementation of COVID secure measures;</li> <li>• Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health &amp; Safety Website.</li> </ul>
Spread of Covid-19 during travel to and from school on public transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> <li>• Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including; <ul style="list-style-type: none"> <li>○ Introducing staggered start and finish times to enable travel to take place out of peak times;</li> <li>○ Staff and pupils are encouraged to walk or cycle to school where possible;</li> <li>○ Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand;</li> </ul> </li> </ul>



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			<ul style="list-style-type: none"> <li>• Where this is not possible, use of private transport or a dedicated school bus is recommended;</li> <li>• If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport;</li> <li>• If public transport has to be used, staff, parents and pupils informed they must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19) when on public transport.</li> <li>• Families who use public transport have been referred to <a href="#">safer travel guidance for passengers</a> which includes guidance on how to wear a face covering.</li> </ul>
Spread of Covid-19 when arriving at school	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> <li>• Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines;</li> <li>• Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. front gate drop-off with staff meeting pupils at the school door;</li> <li>• Parents have been advised that only one parent should accompany their child to the school entrance;</li> <li>• <b>Parents have been advised to wear a face mask or visor when on school grounds. Staff will be visible in the outdoor area and the entrance doors handing out masks to those parents who do not have a mask or visor.</b></li> <li>• Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school;</li> </ul>

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			<ul style="list-style-type: none"> <li>• Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag to be taken home;</li> <li>• Those removing face coverings are required to wash or sanitise their hands <b>before and</b> immediately after removing it;</li> <li>• A covered bin is in place for non-reusable face coverings on arrival at the school grounds;</li> <li>• The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be disposed of in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>;</li> <li>• All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school;</li> <li>• Children will be encouraged not to bring objects into nursery unless absolutely necessary;</li> <li>• Parents will be asked to provide a large number of spare clothes at the beginning of the half term plus enough nappies and creams etc to last all term, to reduce cross contamination.</li> <li>• Any sensitive conversations with parents, such as those that may be safeguarding related, should in the first instance be contacted via phone call, however if this is not appropriate or possible, conversations may be outside ( if a confidential area outside can be created ) , if not possible one parent should be taken into the staff room at Duke Street and the Community room at Highfield and social distance shall be maintained throughout.</li> </ul>
Transmission of Covid-19	Staff, pupils, visitors,	Potential spread of	<ul style="list-style-type: none"> <li>• Good hand hygiene and the need to wash hands more frequently is</li> </ul>

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through insufficient personal hygiene	contractors, household members	infectious disease	promoted around school; <ul style="list-style-type: none"> <li>• Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing;</li> <li>• Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly;</li> <li>• Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene;</li> <li>• Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs;</li> <li>• Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands;</li> <li>• The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal 0 all nursery children to be supported in following this guidance day-to-day;</li> <li>• Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands;</li> <li>• Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene;</li> <li>• Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.</li> </ul>
Spread of COVID-19 virus via germs on surfaces and furniture within the	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is followed which includes;</li> <li>• More frequent cleaning of rooms/shared areas that are used by</li> </ul>

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building			<p>different groups;</p> <ul style="list-style-type: none"> <li>• Sanitising of tables in the dining area between different groups (bubbles) having their lunch;</li> <li>• More frequent cleaning of touched objects such as door and window handles, taps, desk/table tops, play equipment, teaching &amp; learning aids, computer equipment, telephones and bathroom facilities;</li> <li>• Thorough cleaning of all occupied areas at the end of the day;</li> <li>• When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces;</li> <li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE;</li> <li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.;</li> <li>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;</li> <li>• A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained;</li> <li>• As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime and size of bubbles;</li> <li>• Shared outdoor learning environment Duke Street only – ensure all hands are sanitized before and after using the area, scale back resources, resources which are handheld and frequently used such as mud kitchen utensils are to be divide between different bubbles, each bubble have their own box of frequently used hand held resources that are only used in their bubble of children. Outdoor sanitizer</li> </ul>

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			sprayed over area when finished use. <ul style="list-style-type: none"> <li>• Ensure railing and large fixed metal equipment is cleaned after each bubble uses it.</li> <li>• Remove any plastic.</li> <li>• The use of soft toys and toys with intricate parts have been reduced and are only used within bubbles and washed frequently;</li> <li>• For individual and very frequently used equipment, such as pencils and continuous provision objects staff and pupils are instructed not to share between bubbles;</li> <li>• Only some outdoor resources are shared between bubbles, they are cleaned between bubbles, to reduce the risk further children sanitize their hands before going outside and then as soon as they return indoors;</li> <li>• Pupils are only allowed to bring essentials into school each day including, spare clothes and nappies/ wipes, lunch boxes, hats, coats and wellington boots;</li> <li>• Staff are permitted to take shared resources home that contribute to the pupil's education and development such as learning journals. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted;</li> <li>• We will pause the use of school library at this point; but encourage parents to share books frequently at home;</li> <li>• Any shared resources, such as resources at Highfield in afterschool club, are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home;</li> </ul>

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			<ul style="list-style-type: none"> <li>Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;</li> <li>School follows the procedures set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site;</li> <li>Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste. This will be stored in the following areas within each school, Highfield – a designated cupboard in reception area indicated with appropriate signage, Duke Street – the outdoor boiler room is dedicated area.</li> <li>Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms;</li> <li>Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers.</li> <li>A separate risk assessment is in place for messy play e.g. sand, mud and water in early years settings which considers the DfE guidance; <a href="#">Actions for early years and childcare providers during the coronavirus outbreak</a></li> </ul>
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Early years settings who only care for children under the age of 5 are not required to keep children in small, consistent groups. Therefore the setting's normal group sizes have been resumed. The setting continues to minimise mixing between different groups of children;</li> <li>Staff members in early years settings stay within a single group as far as possible e.g. on a day to day or weekly basis, in order to limit contacts;</li> <li>Due to the local lockdown, we have worked hard to reduce the number of</li> </ul>

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			<p>children attending nursery. A separate risk assessment has been completed to identify a safe reopening from 7th January <a href="#">insert link</a></p> <p>Pupils have been placed in ' key worker' bubbles and interaction between other bubbles minimised as far as is reasonably practicable; ( <a href="#">refer to actions in safe reopening during lockdown RA whilst the area is in lockdown</a>)</p> <ul style="list-style-type: none"> <li>• Duke Street will divide the Hub indoor room into two sections, one section for each bubble. However the toilet area will be shared but children will be encouraged to use separate toilets dependant on which bubble they are in. Toilets will be cleaned frequently throughout the session. These two bubble will share an outdoor space but will not access it at the same time and each bubble will have a different set of handheld outdoor resources which will be used only with their bubble group.</li> <li>• The majority of staff members stay within a single group (bubble) on a day to day basis as far as reasonably possible; however due to logistics of staff numbers and afterschool club at Highfield this is not always possible. To minimize the risk the following must be put into place in these circumstances.</li> <li>• Lunch club staff who are mixing between two groups must always ensure: <ul style="list-style-type: none"> <li>- Staff wear visor's and aprons during the 30 minute lunch club session;</li> <li>- Windows and doors are open and the room is well ventilated when safely possible;</li> <li>- A picnic lunch outdoors is the first option if weather and time permits</li> <li>- Groups are kept to very small numbers of up to 10 children</li> </ul> </li> </ul> <p>Staff who deliver interventions to more than one group will ensure the following:</p> <ul style="list-style-type: none"> <li>- Social distance at a 2 metre distance from the children where possible</li> </ul>

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			<ul style="list-style-type: none"> <li>- Interventions to be delivered outside whenever possible</li> <li>- Interventions to complex needs children to be supported hand over hand from behind the child not face to face.</li> <li>- Delivered in a well ventilated room or outdoors.</li> <li>- Visors and / or extra PPE may be needed depending on the needs of the child.</li> <li>• Afterschool club at Highfield will be divided in two bubbles and we will aim to limit the number of each children in each bubble. We will aim to keep the children in the same bubble throughout the term with the same practitioner.</li> <li>• Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;</li> <li>• Start and finish times are staggered to keep groups apart as they arrive and leave school;</li> <li>• Staff and parents are requested to wear either a mask or visor during drop off and collection time, when in mixing with groups of adults. These can be taken off once parents have left and when working with the children.</li> <li>• Children will only play outside in their bubble group and mixing of children between the two bubbles will not happen.</li> <li>• Bubbles rarely move through areas which has reduced the movement around the nursery and prevents mixing of different bubbles.</li> <li>• Where possible rooms are accessed directly from outside;</li> <li>• Lunch breaks are staggered allowing for time for cleaning of surfaces in any shared areas.</li> <li>• Additional cleaning services employed to clean areas around midday.</li> </ul>



**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable;
Transmission of Covid-19 through airborne particles due to close proximity to others			<ul style="list-style-type: none"> <li>• Staff maintain a 2 metre distance from each other as far as is reasonable and when circumstances allow;</li> <li>• It is recognised staff are unable to socially distance from children of this age;</li> <li>• As we are in a period of national lockdown staff are advised to wear face covering in communal areas where a minimum distance of 1 metre from other adults cannot be guaranteed. This does not apply to those who are exempt from wearing a face covering;</li> <li>• Staff should not share office or communal spaced areas if they cannot maintained a 2 metre plus distance.</li> <li>• Whilst we are in a period of national lockdown staff are advised to wear a visor and / or face mask at all times. This is optional and staff are able to make their own choice as to whether they feel they require one. All staff are provided with their own visor and spares can be found in the office cupboard.</li> <li>• Staff and pupils have been instructed to sanitise their hands before putting on and removing a face covering, not to touch the front of their face covering during use or when removing it and to place reusable face coverings in a sealable plastic bag (that the wearer has brought with them) between uses as per <a href="#">government guidance on face coverings</a>;</li> <li>• A small contingency supply of disposable face coverings will be available for instances where staff, pupils or visitors have forgotten to bring one or if theirs has become soiled during the course of the day;</li> <li>• Bins are provided at the entrances for the disposal of disposable face masks. The contents of bins is disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case they will be</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>disposed of in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>;</p> <ul style="list-style-type: none"> <li>All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;</li> <li>It has been recognised that staff and children in early years cannot maintain social distancing the risk is reduced by keeping pupils in smaller, class-sized group bubbles; (See above)</li> <li>As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues;</li> </ul> <p><i>For more information please see guidance note from health and safety and design and construction on <a href="#">Use of Ventilation and Air Conditioning during the coronavirus outbreak</a>;</i></p>
Transmission of Covid-19 through airborne particles due to inadequate ventilation	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Duke Street Nursery School only - The school has followed the LCC Design &amp; Construction <a href="#">guidance on the use of ventilation and air conditioning</a>, the <a href="#">supplementary note for Winter 2020/21</a> and has sought specialist advice and assistance on ventilation measures from the Building Services Engineer or Building Consultant;</li> <li>As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or <b>inclement weather</b>;</li> <li>During winter months, as a minimum, windows will be fully opened 15 minutes before a room is used, and whenever a room is unoccupied in order to purge the air;</li> <li>Where possible, windows will be kept partially open at times of occupation.</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Transmission of Covid-19 through airborne particles due to singing, chanting, or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• These activities will only take place in bubble groups to minimize the risk.</li> <li>• Children are encouraged not to shout especially when inside.</li> <li>• Staff do not use shouting as part of the behaviour policy, the only time this may happen is if a child / adult is a risk of significant harm and there is no other immediate response available to stop/ prevent the harm.</li> </ul>
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Where practical and the role allows, staff are supported to work from home;</li> <li>• The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed;</li> <li>• The school office layout facilitates side by side working rather than face to face;</li> <li>• All work areas are highly ventilated at all times.</li> <li>• Staff need to ensure a 2 metre plus distance from their colleague when working in office or shared spaces.</li> <li>• Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people;</li> <li>• Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly;</li> <li>• Work areas are spaced 2 metres apart or have dividing Perspex screens placed in-between where necessary – need to action at DS</li> <li>• Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens have been</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>installed in open reception areas at Highfield.</p> <ul style="list-style-type: none"> <li>Schools and Early Year's settings in tier 3 or higher will not host performances with an audience and will use alternative methods such as live streaming and recording, subject to the usual safeguarding considerations and parental permissions;</li> </ul>
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the school if available;</li> <li>The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained;</li> <li>Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact.</li> <li>When in communal areas / shared staff rooms staff must remain at least 2 metre distance from other staff member who are not in their "bubble".</li> <li>Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces.</li> </ul>
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Meetings to be held via remote working tools wherever possible;</li> <li>No group face – to face meetings with parents will take place whilst we are in national lockdown measures.</li> <li>Only when absolutely necessary will a face to face meeting take place between staff / other services. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors;</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available;</li> <li>• Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;</li> <li>• Meetings are held outdoors or in a well-ventilated designated rooms when possible;</li> </ul>
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> <li>• Staff should only move furniture &amp; resources when a 1+ metre distance between staff can take place and the task takes less than 5 minutes.</li> <li>• A dynamic risk assessment is carried out when moving furniture &amp; resources which takes into account;               <ul style="list-style-type: none"> <li>○ the task being undertaken;</li> <li>○ the capabilities of individual carrying out the task;</li> <li>○ the load being lifted or moved;</li> <li>○ the surroundings (environment) and;</li> <li>○ Consideration of social distancing in 2 person manual handling activities/lifts.</li> </ul> </li> </ul>
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms;</li> <li>• PPE is sourced through normal school procurement routes;</li> <li>• Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19;</li> <li>• When caring for someone with symptoms of COVID-19 a face mask</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn.</p> <ul style="list-style-type: none"> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult.</li> <li>• Staff and pupils are instructed on the need to wear a face covering by law on public transport and have been given guidance on wearing and making face coverings;</li> <li>• Staff have their own caddy of PPE within their bubble area, whilst in tier 4 restrictions staff are encouraged to use PPE whilst working day to day with the children . This is optional.</li> <li>• Staff are MUST wear PPE if a child becomes unwell or if an individual child presents more of a risk such a child with certain additional or special needs. Staff must wear either a facemask or visor and consider wearing apron and gloves.</li> <li>• PPE for intimate care is that of what will usually be donned, apron and gloves, however if staff feel they are at increased risk with some children during these intimate period further PPE can be used and is provided for all staff.</li> <li>• Staff are provided with information and instruction on the use and disposal of PPE including face masks;</li> <li>• Further guidance is available on safe working in education, childcare and children’s social care .</li> </ul>
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> <li>• In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible;</li> <li>• First Aiders are aware of and follow the <a href="#">Government guidance for first responders</a>;</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required;</li> <li>• Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms;</li> <li>• When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn;</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider;</li> <li>• Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser;</li> <li>• For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE had granted a 3 month extension. School will endeavour to provide training ASAP but is aware that if this is not possible a further extension may be granted to no later than 30 September 2020 subject to evidence to support the reason why it has not been possible to arrange training.</li> </ul> <p><i>Further guidance on first aid is available on <a href="#">Health &amp; Safety Executive website</a>;</i></p>
Transmission of Covid-19	Staff, pupils, visitors,	Potential spread of	<ul style="list-style-type: none"> <li>• Visits from parents and carers to the early years setting is restricted to</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
in early years settings from visiting prospective or current parents & carers	contractors, household members	infectious disease	<p>visits that are necessary only and remote contact is utilised when possible;</p> <ul style="list-style-type: none"> <li>Virtual tours are carried out for prospective parents and carers where possible;</li> <li>If parents are keen to visit in person, these visits if possible will be carried out after hours. If the visit takes place during working hours it will be restricted to outdoor play areas only;</li> <li>Parents and carers entering the setting to help settle their child will stay for a limited amount of time, if possible for no more than an hour;</li> <li>Parents &amp; carers will be required to wear a face covering in line with locally agreed arrangements, regularly sanitise their hands including on entering and leaving the setting and maintain strict social distancing from staff, other visitors and children other than those in their care at all times</li> <li>We will use the above measures for the settling in process as well as Meet and Greets.</li> </ul>
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting from poorly maintained premises & plant	<ul style="list-style-type: none"> <li>Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards;</li> <li>Records of all testing and checks are stored and available to all interested parties.</li> </ul>
Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only;</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools;</li> <li>To minimise the number of different temporary staff entering the school premises, wherever possible and within budget restrictions, the school will use longer assignments with supply teachers and agree a minimum</li> </ul>



**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>number of hours across the academic year.</p> <ul style="list-style-type: none"> <li>• They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff;</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;</li> <li>• All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry;</li> <li>• Visitor/Contractor site rules &amp; procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19;</li> <li>• Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site;</li> <li>• Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival;</li> <li>• Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people;</li> <li>• A record of all visitors is kept in the event this may be required for track and trace purposes;</li> <li>• A procedure is in place to sanitise touchscreen sign-in systems each time they are used;</li> <li>• Contractors must obtain permission before attending site;</li> <li>• When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean with disinfectant</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>wipes after use;</p> <ul style="list-style-type: none"> <li>• Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry;</li> <li>• Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation;</li> <li>• Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination;</li> <li>• The number of site deliveries has been reduced where possible;</li> <li>• A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible;</li> <li>• Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.</li> </ul>
Homeworking with DSE	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> <li>• Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.;</li> <li>• Staff working from home have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks;</li> <li>• Staff have access to H&amp;S information and support to assist homeworking arrangements such as:</li> </ul>

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• <a href="#">H&amp;S COVID-19 web page</a> (section on 'How to support employees working from home');</li> <li>• Remote H&amp;S support is available via the Duty Officer by Tel: 01772 538877 or email HS&amp;Q Team at: <a href="mailto:health.safety@lancashire.gov.uk">health.safety@lancashire.gov.uk</a> ;</li> <li>• In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist &amp; Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. The finding will be discussed with the line manager at school and further action taken where necessary.</li> </ul>
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>• Senior personnel monitor working arrangements and offer support and advice where necessary;</li> <li>• Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day;</li> <li>• A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur;</li> <li>• Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a <a href="#">risk assessment addressing COVID-19 concerns for an employee</a> to help identify key concerns and any further adjustments required to support them at work;</li> <li>• Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> <li>• <a href="#">Employee Wellbeing</a></li> <li>• <a href="#">MIND web site</a></li> <li>• <a href="#">H&amp;S COVID-19 web page</a></li> </ul> </li> <li>• The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available;</li> <li>• The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> </ul>

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in **The Federation of Duke Street and Highfield Nursery Schools.**

Signed:

Name:

Risk Assessor:

<b>PART C: ACTION PLAN Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projecte d time scal e</b>	<b>Notes / comments</b>	<b>Date Compl eted</b>
	•					