

Schools Risk Assessment

School		
Job, Activity or Task	Opening schools for key workers and vulnerable children in lock down beginning January 2021	
List of Hazards	What are you already doing to lower risks? Below are possible control measures, you will need to work out what is applicable to your school, further ideas are in the end column.	Things to consider when deciding on appropriate additional control measures for your school. If applicable add these to the control measures column
Contact with a person who has Covid symptoms	<ul style="list-style-type: none"> Staff and pupils who have covid symptoms must not attend school until they have completed their 107 day isolation period from symptom onset, or if they receive a negative test and are well. Staff and pupils who have tested positive for coronavirus must not attend school for at least 107 days from the start of their symptoms and until their symptoms have resolved; or if asymptomatic, 7 days after their test date and until symptoms have resolved (other than cough or anosmia which can last for several weeks) . If a member of a staff or pupils household tests positive for corona virus they must not attend school until the 10 days self-isolation period is over Staff or pupils who have someone in their family who has symptoms must not attend school until they have had a test and it is negative. Understand the test and trace system https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works 	<p>If a child in school shows symptoms and is sent home the rest of the children in that bubble/group will only need to be sent home to self-isolate for 10 days after the last contact with the confirmed case if the child subsequently tests positive.</p> <p>https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</p>
Suspected cases of Covid 19 in the school day	<p>If a pupil displays symptoms - a high temperature, a persistent cough or loss of smell and taste, they should:</p> <ul style="list-style-type: none"> Notify the Headteacher immediately. Avoid touching anything. Move the pupil to a separate room with good levels of ventilation and contact parents for immediate collection. If a staff member needs to stay with them then they must 	<p>Identify a room in advance with good levels of ventilation that pupils can be isolated in if they show symptoms and keep appropriate PPE in there for this use only.</p> <p>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting https://www.gov.uk/government/publications/guidance-to-educational-</p>

05/01/2021

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	<p>remain 2m away.</p> <ul style="list-style-type: none"> • If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances. • Follow guidance on safe fit, use, removal and disposal of PPE and RPE. • If a staff member shows symptoms they must go home immediately. • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. • They must then follow the guidance on self-isolation and testing. • They must not return to school until their period of self-isolation has been completed or if negative test result and they are well. <p>A list of all persons who the affected person has been in contact with should be made, and these are to be monitored for symptoms throughout the following two weeks.</p>	<p>settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>PPE video: https://www.youtube.com/watch?v=-GncQ_ed-9w</p>
Contact between individuals	<ul style="list-style-type: none"> • Children are grouped together in bubbles • Bubble of children should not interact with each other and must be kept apart • Where possible limit the sharing of rooms and maintain social distancing spaces between bubbles 	<p>Try to keep key work/vulnerable children bubbles as small and consistent as possible. You do not need to keep bubbles as year groups but you may wish to depending on numbers. With the current situation and spread of the virus the smaller bubbles you can maintain the better.</p> <p>Each school will need to make these considerations for their own circumstances and there is no right or wrong way to create and manage bubbles you need to work out what's right for your school. Please contact us to discuss if you have any queries or wish to enlarge or change your bubble structure.</p>

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		<p>Secondary schools could consider keeping pupils in set classrooms and bringing subject teachers to them. For specialist departments (e.g. science/D&T, PE etc.) consider allocating a day/morning/afternoon a week where the whole bubble/group use this facility so it can then be cleaned before the next bubble/group.</p>
Access to and egress from site	<ul style="list-style-type: none"> Everyone must wash their hands or use appropriate hand sanitiser on entering the building. Stop all non-essential visitors entering site. Encourage social distancing of people waiting to enter site via use of signage. Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible. Staff to wear face coverings (unless exempt) when manning entry and exit points. Parents requested to wear face coverings at drop off and pick up unless exempt. 	<ul style="list-style-type: none"> Staggering start times and end times may not be needed with smaller numbers but you may want to use alternative entrances to stop bubbles mixing. Drop off to the school gate and not allowing parents onto site Accessing classrooms via external doors. Kiss and drop systems in carparks. One way systems to keep parents moving through the site with separate entrance and exits. Use of alternative entrances or multiple entrances to reduce the number of people in one place. Put in place a process for managing late arrivals to school and inform parents of this. When considering access point to site take into consideration the road/pavement/space where parents and pupils will arrive, wait and disperse. If you are considering using additional gates to access school consider weather implications, are the surfaces/ground conditions suitable for winter use etc. If you are considering using additional gates for access and egress to and from the school you will also need to consider if these are safe for pedestrians.
Communal areas/Offices	<ul style="list-style-type: none"> Where staff are on site restrict the number of people that can gather in communal areas to allow for social distancing. Ensure communal areas are well ventilated where possible. Try to avoid hot desking if possible. Where not possible, ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each use/day. 	<ul style="list-style-type: none"> Bubble/groups should be kept separate and not interact, the practicalities of this may affect the rooms that you can use or how you use them. The use of shared areas needs to be considered to allow for one group at a time to use them and for cleaning to take place in between groups. Where possible allocate toilets to individual bubbles.

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	<ul style="list-style-type: none"> • Staff should work from home where possible and appropriate for their role. • Bubble/groups are segregated from each other to reduce social interaction. • Regularly clean with normal household detergents/cleaners common contact surfaces in reception, office, access control, delivery areas, screens, telephones, desks, particularly following peak times. • Assemblies or collective worship for more than one bubble/group should be avoided. • Maintain increased cleaning of frequently touched surfaces • Maintain more frequent cleaning of rooms/shared areas that are used by different groups. • Timetable to keep bubble/groups apart, reduce movements around the school and avoid creating busy corridors / entrances / exits. 	
Staffing	<ul style="list-style-type: none"> • Staff classified as Clinically Extremely Vulnerable (CEV) must work from home and not in the school. • Staff classed as Clinically Vulnerable (CV) should work from home where possible. • Any existing individual risk assessments (CEV, CV, disability, young persons or new/expectant mothers) should be reviewed, any changes must be recorded including any new controls. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention and emergency procedures for the pupils in school. • There is an emphasis on ensuring social distancing, therefore the fewest staff possible for education and safety should be allocated to classrooms. An assessment of pupil needs will be undertaken to establish required staffing levels. • Those running remote learning from school should maintain social distance with as few staff as possible per classroom. • Staff working from home should be asked to complete a 	<p>All teachers and staff are allowed to work across different bubble/groups of children but at this time it is suggested you reduce this as much as possible and have a consistent team of staff working with a set bubble.</p> <p>If staffing shortages require adjustments to bubbles please discuss this with the Health and Safety or Education teams.</p> <p>It is not suggested that you have volunteers in school at this time.</p> <p>DSE assessments can be a self-assessment (WBC H&S Team can provide a template form).</p> <p>Completed DSE self-assessment should be reviewed to ensure it is safe and appropriate for the person to work from home.</p>

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	<p>DSE self-assessment.</p> <ul style="list-style-type: none"> If staff travel abroad they should inform the Head Teacher as they will need to follow appropriate quarantine arrangements subject to destinations. <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> No physical contact. It is important to maintain social distance for staff. No close contact activities. Consider restricting the use of staff rooms. Set maximum numbers permitted in staff rooms at any one time. Removing seating or mark off seating (DO NOT SIT) to maintain social distancing. Ensure staff rooms are well ventilated. 	
Classroom usage	<p>Where possible Staff are to maintain a safe distance between each other and pupils.</p> <ul style="list-style-type: none"> Adjustments to seating arrangements so pupils are sitting side by side and facing forwards towards the teacher. If smaller numbers in class distance where possible. Limit the number of staff (where possible) in each room/area to enable them to follow social distancing guidance. Bubble/groups should stay together all of the time and not interact with other bubbles. Classrooms must be kept well ventilated. Windows should be kept open where possible although this will depend on thermal comfort. On colder days the windows and doors will be opened at break times to allow full ventilation of the room. Frequently used items such as pens and pencils should not be shared and should be kept for individual use. Classroom based resources such as books and games can be shared by that bubble/group but should be cleaned frequently or should be left unused for 48hrs (72hrs for plastics). 	<p>Consider marking out an area at the front of class for the teacher to help them maintain social distance.</p> <p>Consider providing hand sanitiser that staff can carry with them for use during breaks and outdoors where hand washing facilities are not readily available.</p> <p>Consider splitting resources/equipment between bubble/groups so that they can be sole use for that bubble/group. This will reduce the burden of cleaning during the school day or between groups. All resources can then be cleaned at the end of each day.</p> <p>Consider allowing children to be part of the cleaning process for desks/surfaces/resources/play equipment etc. Ensure that you use appropriate products for the age group and that they are supervised.</p>

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	<ul style="list-style-type: none"> • If resources are moved between bubble/groups they should be meticulously cleaned or left for 48hrs (72hrs for plastics) before moving to another bubble/group. • Limit the amount of equipment that children are permitted to bring into school to essential items only. • Resources such as library books that are taken home should be treated as above and either cleaned on return or left unused for 48hrs (72hrs for plastics) before being re-allocated. • Where one to one support is required and social distancing is difficult then the pupil and support staff should be socially distanced from others in the class. <p>Strict hygiene rules to be implemented</p> <ul style="list-style-type: none"> • Establish a routine for hand washing. Prior to or upon entering classrooms, at break times and before and after eating. • Use alcohol-based hand sanitiser where hand washing facilities are not available. • Display PHE handwashing posters around school. • Implement catch it, bin it, kill it approach. • Ensure that there are enough lidded bins, tissues etc. in classes. 	
Use of outdoor areas and play equipment	<ul style="list-style-type: none"> • Outdoor equipment to be cleaned between uses by separate bubble/groups. • Where cleaning is not possible it should be left for 48 hours (72hrs if plastic) before use by another bubble/group. 	
Physical education	<ul style="list-style-type: none"> • Pupils are to be kept in consistent bubble/groups. • Cleaning of shared changing areas between bubble/groups. • Equipment thoroughly cleaned between groups. • Contact sports to be avoided. 	Prioritise outdoor sports where possible. We would not suggest the use of outside coaches at this time.

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Access to staff toilets, rest rooms and changing facilities	<ul style="list-style-type: none"> Staff rooms should be set up to maintain social distancing. Based on the size of each facility, determine how many people can use it at any one time and maintain a distance of two metres from others. Introduce enhanced cleaning of all facilities throughout and at the end of each day. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal of waste. 	<p>If there is insufficient space in staff rooms consider staggering breaks to reduce numbers. If this is not practical then alternative space for staff to have breaks should be considered.</p>
School meals	<ul style="list-style-type: none"> Food and drink should only be consumed in areas that are suitable and can be easily cleaned. Break times should be staggered to reduce congestion and contact. Bubble/group/group groups should not mix. Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. Food displays should be protected against contamination by coughing, sneezing etc. Children should sit side by side and ideally all face in the same direction when eating to avoid face to face contact if possible. Payments should be taken by contactless methods wherever possible. Drinking water should be provided with enhanced cleaning of taps and contact surfaces introduced. Tables and chairs should be cleaned before, between and after use. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned at the end of each break and between bubble/groups, including tables, chairs, door handles, vending machines and payment devices. 	<p>Where schools directly employ catering staff they should complete an appropriate risk assessment according to the guidance published for the operation of food premises under Covid 19. https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses</p> <p>Where schools contract in catering then they should request a copy of the contractors risk assessment to ensure that it does not clash with their own.</p>
Wrap around care	<ul style="list-style-type: none"> Resources used in wrap around care settings will be treated the same as in classrooms with increased cleaning or isolation of 48hr (72hrs for plastics). 	<p>The controls put in place for food preparation and consumption should be the same as during the school day.</p>

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	<ul style="list-style-type: none"> Children should be kept within bubble/groups but it is recognised that this will not always be possible to maintain the bubble/groups used in the school day. In this instance groups will be kept small and consistent. 	
Offsite trips	<ul style="list-style-type: none"> No off site trips will take place at this time. 	
Cleaning	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> Hard surfaces to be cleaned prior to disinfecting. A combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine) is to be used. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. Hand towels and hand wash are to be regularly checked and supplies replaced/replenished. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. Only cleaning products supplied by the school should be used. Bin liners should be used in all bins. 	<p>Additional cleaning is going to have to take place, consider how you will achieve this in your school.</p> <p>Cleaning during the school day should be targeted at the frequently touched surfaces such as doors/handles/sinks/taps/tables/toilets and does not need to be floors etc.</p> <p>If cleaning materials are to be placed in classrooms for teachers to use ensure that they have had sufficient training in their use and storage.</p> <p>You will also need to ensure that you have sufficient supplies of cleaning materials (Staff must not provide their own).</p> <p>If the school employees cleaning staff consider changing the hours that they work to allow for cleaning to take place throughout the school day and between use of different bubble/group/groups.</p> <p>Use a combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection (1,000 parts per million available chlorine).</p> <p>Schools should discuss options for cleaning solution with current suppliers and ensure that manufacturer's safety data sheets, coshh assessments and guidelines are followed for safe use, dilution ratios, contact times and rinsing requirements.</p>

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First aid provision	<ul style="list-style-type: none"> Adequate first aid provision must be maintained including paediatric first aid cover if under 5s are on site. It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum and those administering first aid should wear normal PPE appropriate to the circumstances. Wash hands before and after giving first aid and ensure the room/area is cleaned on completion. 	
Fire	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Bubble/group/groups should assemble together and not mix with other groups. In the event of an unplanned emergency evacuation, life safety takes priority over social distancing. 	<p>Review your current fire evacuation plan in light of the current circumstances.</p> <ul style="list-style-type: none"> If your fire evacuation has changed then you will need to inform staff and pupils of this and where possible carry out practice drills as you normally would. If there is not enough space to observe social distancing in the assembly area consider doing practices with smaller groups, so all children and staff practice what to do and where to go. Review the evacuation arrangements and make any adjustments in light of changes in use of the building. Consider roles and responsibilities that may normally be carried out by staff who are now working from home. Communicate fire safety plans to all staff, pupils and visitors.
School travel arrangements	<ul style="list-style-type: none"> On dedicated school transport it is advised that face coverings are worn by secondary aged children (unless exempt). Where possible arrange for children to be grouped on transport in their bubble/group/groups. Use of hand sanitiser upon boarding. Additional cleaning of vehicles by the operator. Organised/distanced queuing and boarding where possible. Maintain distance within vehicles if possible. 	<p>Further DfE guidance is to follow</p> <p>Use of face coverings is only recommended for secondary school children if they are likely to come into close contact with others outside their bubble/group/group.</p>

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Deliveries and waste collection	<ul style="list-style-type: none"> • If practicable drivers should wash or clean their hands before unloading goods and materials. • Do not approach delivery staff, allow packages to be left in a safe place. • Hands are to be thoroughly washed after handling deliveries or waste materials. • Waste bags and containers to be kept closed. • If possible, waste collections to be made when the minimum number of persons are on site (i.e. before or after normal opening hours). 	
Visitors to site	<ul style="list-style-type: none"> • Non-essential visitors should not be allowed onto the school site. • All visits to site are by appointment only. • All essential visitors to be made aware of site rules. • Only visitors carrying out essential maintenance and other site visits that are deemed essential and necessary to the safe running of the school are to be allowed on site. • Any site visitor should be required to wash or sanitize hands before allowing entry to the site. • All visitors details must be logged for test and trace purposes, this can be limited to date of visit, name and contact telephone number. • These records should be kept for 21 days after the visit and stored/disposed of according to GDPR https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 	<p>Restrict access to reception/offices/classrooms and all interactions with parents and any other should ideally be by phone, email or other virtual solution such as MS Teams or Zoom etc.</p> <p>Face to face meetings should be by appointment only.</p> <p>Where face to face meetings are required then social distancing must be maintained. Use of outdoor space/areas for meetings should be considered where practicable. If space is not available then consider use of Perspex screens.</p> <p>If not already in place consider screens at reception areas to protect staff and visitors.</p> <p>Revise your visitor welcome to reflect the controls you have in place in school.</p>
Contractors	<ul style="list-style-type: none"> • Contractors carrying out essential maintenance deemed necessary to the safe running of the school should be allowed on site and must be informed of your covid secure measures and comply with good hygiene. • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash their hands upon entering the site. • Strict hygiene rules to be implemented, all contractors are 	<p>Update the contractors check list to include the school precautions.</p> <p>Discuss the school precautions and added expectations of contractors with them prior to their arrival onsite.</p> <p>Where contractors may now be lone working consider how you will manage adequate supervision.</p>

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	<p>to be asked to do the following:</p> <ul style="list-style-type: none"> ○ Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Site inductions are to be carried out following social distancing principles (2m separation). • The contractor to be shown to the work area/s and ideally supervised. • Contractors must only access the area/s of work as shown. • Contractor to request permission if access to other areas is required. • All areas accessed by contractors should be thoroughly cleaned. 	
Weather	<ul style="list-style-type: none"> • All persons to dress appropriately for the weather. • Facilities are provided to shelter from the elements. 	<p>Consider the use of outdoor spaces and whether they can be cleaned between bubble/group/groups.</p> <p>Parents advised that school will not be able to apply sun cream and spare clothing/hats will not be available.</p>
Lack of awareness	<ul style="list-style-type: none"> • Posters will be displayed in the welfare areas and in suitable places around site. • “Toolbox talks” will be carried out for all staff on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. 	<p>Consider using posters/videos provided by Public health England to promote good hygiene with pupils</p> <p>Try to establish hand washing as a routine in classrooms</p> <p>Consider updating your behaviour policies with any new rules in relation to covid control measures and communicate those with parents and staff.</p>
Hand sanitiser	<ul style="list-style-type: none"> • To be effective on viruses hand sanitiser must be a minimum of 60% alcohol. • When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces. • Do not use near heat sources. • Note: it is preferable to use soap and water before resorting to hand sanitizer. • Hand sanitiser must be stored in accordance with the manufacturer’s instructions 	<p>60% alcohol hand sanitiser is extremely flammable.</p> <p>You need to be very careful of using it in areas where there could be static sparks or naked flames that will cause it to ignite.</p> <p>Be very careful of how it is stored, leaving it in sunlight will heat it up and increase the risk of ignition.</p> <p>If the hand sanitiser you have been able to source is not gel then take extra care in its use as it will easily spill and splash.</p>

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	<ul style="list-style-type: none"> • Use of hand sanitiser by pupils must be supervised. • A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by school. 	

Risk assessment completed by		Signature	
Risk assessment sponsored by		Signature	
Date assessment completed			
Risk assessment communicated to relevant staff by	Briefing <input type="checkbox"/> Email <input type="checkbox"/> Copy & Signature <input type="checkbox"/> Other <input type="checkbox"/>		

Review Date	Assessor	Signature	Sponsor	Signature

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