


## RISK ASSESSMENT

Activity/Environment Description: <b>External users supporting pupils – Covid-19</b>	Date of Assessment: <b>24/9/20</b>	
Written by: <b>Jonathan Pickles</b>  Approved by:	Date of Review: <b>25/10/20</b> <b>03/01/21</b> <b>03/03/21</b> <b>20/4/21</b> <b>28/05/21</b>	

Ref No.	Possible hazard/consideration	Who is at risk?	Control Measures
1	Entering the Building	All users	<ul style="list-style-type: none"> <li>• All individuals entering the building must record their details at the office to support track and trace should this be required.</li> <li>• Everyone should sanitise their hands before entering the building.</li> <li>• Visitors only use the designated parts/rooms of the building they have been allocated to use.</li> </ul>
2	Cleaning of premises/equipment	All users	<ul style="list-style-type: none"> <li>• All items of furniture will be cleaned before use. It is expected that all users of the premises will clean all equipment following their use, this includes chairs, tables, high contact points such as door handles etc.</li> </ul>
3	Use of toilets	External Users	<ul style="list-style-type: none"> <li>• A single toilet will be allocated for use by external users that will not be used by school staff at any time. This will be cleaned by school before use but must also be cleaned following any use by external users.</li> </ul>
4	Use of equipment.	All user	<ul style="list-style-type: none"> <li>• Wherever possible, furniture such as tables and chairs will be allocated to different groups using the school premises.</li> <li>• Chairs will be allocated to different groups; these will be marked by clear labelling in the PE store. Where possible, tables will be marked in the same way.</li> <li>• Wherever possible it is expected that groups/individuals will use their own equipment and furniture.</li> </ul>

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			<ul style="list-style-type: none"> <li>Any equipment that is to be used in work with children should, wherever possible be the child's own equipment that school has provided. Assurance must be given that any equipment that third parties bring with them will be thoroughly cleaned or quarantined between use.</li> </ul>
5	Ensuring social distancing	All users	<ul style="list-style-type: none"> <li>Social distancing must be observed at all times.</li> <li>The number of people attending a group must be in line with government guidance and ensuring social distancing at all times.</li> <li>Number of visitors at any one time to be limited to ensure social distancing can be maintained.</li> <li>Where avoidable, visitors do not enter in to the classroom. If possible, they look round classrooms from the doorway.</li> <li>If visitors must enter the classroom, they must ensure distancing is maintained and do not move around the class.</li> </ul>