

RIVER LEARNING TRUST: WORKPLACE / TASK / ACTIVITY RISK ASSESSMENT AND ACTION PLAN

This risk assessment meets the requirements of regulation 3 of the Management of Health and Safety at Work Regulations. The Form is in three parts; Part A being the work/task description, Part B the Risk Rating Process; Part C risk assessment noting actions already in place and any further actions to be taken to implement the control measures. All parts of the form must be completed for the risk assessment to be valid, even if there are no resulting actions.

PART A: TASK DESCRIPTION

RISK ASSESSMENT TYPE (WORK/VISIT/PERSONAL):	Description: Draft analysis on returning to School and maintaining safe distancing procedures and ensure safety and wellbeing of students, staff and visitors from September 2020
Persons (other than the author) consulted in preparing this assessment and their role:	Barb Timms, Pete Davies, Jermaine Jarvis, Tracey Parish, Chris Price , Site Team

NOTE TO RISK ASSESSORS: If the work involves the other specialist areas, eg. chemicals, extensive manual handling, lifting equipment, asbestos, etc. you must consult an appropriately competent person.

Prepared By	Hazel Moss	Date	24th July 2020	Next Review Due	Ongoing
Approved by		Date		Updated 28/8/20	

PART B: RISK RATING PROCESS

Hierarchy of Controls: The following provides the hierarchy of controls that should be applied to each hazard identified:

- a) Eliminate; Modify a design to eliminate the hazard; e.g introduce mechanical lifting devices to eliminate manual handling;
- b) Substitution; substitute a less hazardous material or reduce the system energy (e.g lower the force, amperage, pressure, temperature);
- c) Engineering Controls; Implement engineered safeguards (designs and / or controls) to reduce or isolate risk (install ventilation, guarding, interlocks, sound enclosures)
- d) Signage/warnings and/or administrative controls; Put in place safety signs, warning signs/lights, alarms, safe systems of work, permit to work systems etc.
- e) Personal protective equipment. - Provide (if none of the above render the risk insignificant) PPE such as safety glasses, hearing protection, gloves, respirators etc.
- f) Implement method of working which relies on operator discipline (This should only be used as a very last resort, and if the hazard has been reduced by other control measures to a insignificant level)

The following table is for guidance only to give the risk assessor information on how to categorise the risks they identify

Frequency Factor	Severity		Risk Rating	Action
	Classification	Example		
Extremely Unlikely/Improbable	Minor Injury or Illness	Minor cut, abrasion or scald/burn. Minor puncture wound. Minor allergic reaction.	Low (L)	None or limited action
	Moderate Injury or Illness	Deep cuts. Broken fingers and toes, Ingestion or inhalation of substance causing sickness, burn that may require treatment at hospital.		
Possible/Occasional	Moderate Injury or Illness	Deep cuts. Broken fingers and toes, Ingestion or inhalation of substance causing sickness. Serious burns that may require treatment at hospital.	Medium (M)	Additional control measures should be used where reasonably practicable

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		Any broken limb other than above. Ingestion or inhalation of substances that results in hospitalisation. Electric shock.		
Very Likely/Frequent/Regular	Serious Injury or Illness/Major Injury or Illness/Fatality/fatal illness	Deep cuts. Broken fingers and toes, Ingestion or inhalation of substance causing sickness. Serious burns that may require treatment at hospital.	High(H)	Redesign the task/operation if control measures do not reduce risk
		Any broken limb other than above. Ingestion or inhalation of substances that results in hospitalisation. Electric shock		

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1	Teaching Areas compromised due to distancing regulations	Students, Staff , Wider Community	Government has withdrawn compulsory distancing measures in schools. We will make sure furniture has been placed so it is forward facing. Classrooms will be set up to maintain a 2m distance between students and staff.	n	Ensure Windows are open before teaching and doors propped open with wedges. Tape to be placed around the "teaching zone" to delineate the 2m distance between staff and students.	Premises Team
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2	Movement of People increases the chance of spread.	Students, Staff , Wider Community	<p>Ensure that all corridors and walkways are kept clear to maximise the space available. Each Year group will have its own Zone. This incorporates their outside areas, toilets and teaching rooms.</p> <p>Additional Hand Washing Facilities have been implemented - continually under review.</p> <p>Staggered Start and finish times have been implemented to reduce bottle necks.</p>	X	<p>Zones to be identified and communicated to students. Maps to be placed in staff areas. Signage and painted lines to clearly define Zones. Barriers and rope used where needed.</p> <p>Staff who move from one classroom to another must ensure that they adopt strict hand hygiene by washing hands before entering the next classroom. Staff trained to be alert to avoid touching surfaces (door handles etc) during transfer and carrying out further hand washing or sanitising is required.</p> <p>Where possible arrange for one way traffic routes with 2m distance floor markings. Students to be re-inducted in the walk on the left hand side of corridors rule to minimise the risk of people bumping into each other and /or wait for other users to pass.</p> <p>Ideally, adults should maintain 2 metre distance from each other, and from children, wherever possible recognising that if adults can do this when circumstances allow that will help. In particular, colleagues should avoid close face to face contact and minimise time</p>	Premises Team/Staff
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						spent within 1 metre of anyone.	
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3	Dining Areas unsafe due to lack of space and difficulty managing food serving and distancing	Students, Staff, Wider community	<p>Students will have packed lunch bags brought to their Zones by Caterlink. Payment Stations will be moved to each Zone. Students will pre order.</p> <p>Students will eat in their Zones either inside or out depending on weather.</p> <p>Cleaners on site at the end of break and lunch to deal with food debris immediately.</p>	X	AD & HM to plan implementation of payment stations in Zones. CP to communicate with parents in letter on 21st August	Ongoing Caterlink/Premises Team/SLT
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4	Staff Areas too small for gathering.	Staff and Wider Community	Staff to use offices where possible and outside space	X	<p>Further Staff Points made with Kettles and Microwave and Fridge to avoid Bottlenecks. Staff to bring in their own crockery and cutlery. Additional measures in place to ensure loading of Dishwasher. Additional spare spaces to be identified for extra staff break out areas.</p>	Premises Team
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5	Not enough Students toilets for Zones	Students, Staff, Wider Community	Two sets of temporary toilets ordered for years 10 & 13. Other Toilets to be Gender Neutral in each zone.	X	<p>Date of delivery to be confirmed . Outside Bib Tap to be placed on North.</p> <p>Toilet cubicle reserved for suspected covid positive children is used</p> <p>Any cubical used by a suspected case, must be thoroughly cleaned immediately.</p>	Premises Team
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6	Staff Toilets do not provide adequate facilities as social distancing does not allow	Students, Staff Wider Community	One staff member at a time. Vacant/Occupied signs on the external doors. Staff on North will use Girls toilets to the rear of staff room and students will use temporary toilets . This provides a further 10 Toilets for staff. On South staff will use Toilets in main building and science and will use students toilets if needed will be allocated.	X	Toilets to be cleaned frequently through the day. Staff Toilets will have a turn key on the main doors.	Signage to be ordered to put on doors.
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7	Hand Washing Facilities	Students, Staff , Wider Community	5 Stainless Steel long sinks have been placed on each site externally providing Hot Water and soap facilities . Hand Sanitisers have been placed in strategic positions around the site and at all entrances. Reminder Signs and Students and staff requested to wash hands when entering the site and on a regular basis throughout the day.	X	.Checking of soap and towels and sanitiser to be added to cleaners schedule.	Ensure signs show Not Drinking Water.
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8	Support Staff Office Space	Students, Staff , Wider Community	<p>Support staff in various departments will be on a rota basis between working from home and office.. RA to be done on this where needed. Limit small spaces to one person only. Consider moving chairs to discourage sharing.Consider DSE Risk Assessments for Home Workers. Desks will be moved and zones placed in medical areas to maintain 2m distancing between staff and students.</p> <p>Clinically Extremely Vulnerable/Vulnerable or BAME staff</p>	x	<p>Allocate offices not being used to other staff members to allow social distancing.</p> <p>Consideration must be given to staff who are in one of the vulnerable categories, to ensure that appropriate safeguards are in place in accordance with the latest guidance.</p>	Staff List to be provided of essential staff needed.
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9	Bike Sheds could cause overcrowding and risk of spread of infection.	Students, Staff, Wider Community	Each Zone will have an allocated Bike Shed . Staggered start and finish times will reduce crowding. Hand Sanitisers on the fencing of each Bike Shed	x	Free Standing Racks to be moved to Rear Playground. Consider if to order more for The temporary Swan Site (East Site)	Premises Team
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10	Grounds	Students, Staff, Wider Community	Playing fields and Zone Areas will be separated by Cones and Barriers.	x	Lines to be placed outside. Consider markings on playing fields.	Premises
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11	Deliveries	Students, Staff , Wider Community	Distancing tape to be used in reception and signage to be used externally. Reception have perspex screens fitted.Site Team to keep 2m distancing when receiving goods. Masks to be worn if requires a two person lift.	x			
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12	Pupil Requires isolation if presenting with COVID 19 symptoms	Students, Staff, Wider Community	<p>North Site , Office from Main Hall , Sign on Door. South Site - Tracey Parish Office opposite Caretakers Office . Sign On Door</p> <p>Toilet cubicle reserved for suspected covid positive children is used</p> <p>Any cubical used by a suspected case, must be thoroughly cleaned immediately.</p>	x	<p>Display Notice and Contact Details who the Duty First Aider is for the session/day. Ensure suitable training is provided to staff who may be involved in the isolation process to ensure PPE is worn correctly and following the departure of the infected person the area is thoroughly cleaned and disinfected and the PPE is correctly disposed of in accordance with routines described under 'Waste Management.</p> <p>Staff to be made aware of Covid rooms.</p> <p>Remind parents to check that their children are physically well enough to attend school in the first instance, and if in doubt, to take their temperatures and call 111 for further advice, describing their symptoms.</p> <p>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p>	
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					<p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?' below). They should 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. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells</p>	
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						<p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Use one of the options below:</p> <p>a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</p> <p>OR</p>	
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						<ul style="list-style-type: none">• a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants <p>or</p> <ul style="list-style-type: none">• if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses <p>Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</p>	
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					<p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Laundry</p> <p>Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.</p>	
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							Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.	
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13	First Aid Administration Potential close contact with an infected individual	Students, Staff , Wider Community	<p>Parents requested not to send students in if unwell. Obtain an updated emergency number for parents.</p> <p>PPE to be made available to staff administering First Aid. A surgical fluid resistant face mask should be worn by the supervising adult. Eye protection should also be used. Use extra PPE for those pupils or staff who are displaying symptoms. Storage of medicines to avoid cross contamination of bags/bottles. Extra Hand washing. Pedal Bin to be in Medical Rooms .</p>	x	Clarification on correct disposal of PPE. Ensuring adequate PPE available. Weekly stock taking to be done .	First Aid Policy to be implemented across the Zones. This stops cross contamination of Bubble for minor ailments. First Aid Boxes have been ordered and will be delivered to each Zone .Google Forms will be used by teachers to report treatment and collated from Safesmart input .
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14	Shared resources possible contamination eg: DT Equipment, IT Equipment , PE Equipment	Students, Staff , Wider Community	Regular cleaning process put in place before each use if possible. Disinfectant wipes to be in every classroom .	x	<p>Sufficient cleaning materials in each room. Weekly stock taking to be done on cleaning products. Staff to inform us if no cleaning products are in room or if they have used the last product up.</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and</p>	
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						development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	
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15	More regular frequent use of Chemicals around children and adults.	Students , Staff, Wider Community	<p>Ensure that cleaners are reminded not to spray cleaning products in close proximity of persons onsite. Ensure COSHH Assessments are reviewed to ensure that the cleaning products and the methods used do not result in chemical residue being retained on surfaces .</p> <p>Consider the risk to persons that may suffer from Asthma , skin allergies or other respiratory conditions..</p> <p>Alcohol Based Hand Sanitisers are flammable and must be stored away from sources of heat and ignition.. Containers must be stored away from sources of heat or ignition. When used ensure that hand sanitiser is completely dry and evaporated before touching items or coming near sources of ignition</p>	x	<p>Ensure chemicals and cleaning items are not left unattended in student settings.</p> <p>Teachers and staff to be vigilant to the use of and disposal of cleaning items</p> <p>Make staff aware of this during H & S briefing during September inset</p>	
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16	<p>Is Cleaning Provision sufficient .</p> <p>Cleaning is not sufficiently thorough or monitored</p> <p>Laundry Facilities</p>	Students, Staff Wider Community	<p>Allocation of a cleaner from Sasse to be onsite during the day on both sites.. Students remain at the same desk if possible to reduce the amount of cleaning required.. Cleaning will be expected to cover</p> <ul style="list-style-type: none"> Toilet Facilities Door & Window Handles Light Switches Reception Desks All Hard Surfaces Teaching and Learning Aids Computer Equipment to include keyboard and mouse. Telephones Fingerprint Scanners Sports Equipment where practical , <p>other cleaning requirements at request.</p> <p>As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</p> <p>Items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.</p>	x	<p>Sasse provides cleaners and will be furnished with a list of cleaning requirements.</p> <p>When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</p> <p>In-house cleaning teams to wear PPE such as nitrile gloves and masks if dealing with a source of potential contamination. if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Cleaners must wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p>	<p>A new washing machine has been installed. Extra sets of bedding for First Aid rooms to be ordered as a precaution.</p>
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17	PPE Equipment allocation Risk of running out of supplies.	Students, Staff, Wider Communication.	<p>PPE to be kept in a secure safe environment and handed out as needed or requested. This stops contamination on collection.</p> <p>Equipment includes Gloves, Aprons, Disposable Facemasks , Tissues and Visors for First Aid Administration.</p> <p>All Classrooms to have a box of Tissues and pack of wipes and to request replenishment by email.</p>	x	<p>PPE StockTake done on a weekly basis to ensure a basic minimum amount is in stock.</p> <p>To be aware of any other equipment staff may need or if any allergies to components in equipment.</p>	
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18	Contractors & External Visitors increase the risk of spreading the disease.	Students, Staff, Wider Community	<p>Guidance sent before visiting the site on distancing and procedures. Parents to be made aware of policy when collecting children.</p> <ul style="list-style-type: none"> • tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) 	x	<p>Do not permit visitors on site unless they are considered essential. Ask Contractors and Visitors to wash their hands if entering the premises. Request additional risk assessments for Covid 19.</p> <p>Remind contractors/third party workers that they should not be entering the premises if they feel unwell and especially if they are experiencing COVID 19 symptoms.</p> <p>Review existing Contractors form to ensure that it includes a notice to maintain a 2m distance rule, suitable PPE, suitable welfare arrangements, particular attention to cleaning areas after work is completed, personal hygiene, minimum staffing levels. Attendance outside of school operating times where possible.</p>	
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19	Changing Rooms	Students, Staff, Wider Community.	This will be difficult to comply with social distancing . Consider asking students to arrive for school in PE Uniform.	x	Look at 2m distancing in changing rooms .	Premises /PE Staff
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20	Fire Drill Safety could be compromised by confusion on exit.	Students, Staff, Wider Community	Students will still access the Assembly Point on the school fields via the nearest exit. Evacuation is the prime objective and Covid should not hinder evacuation. Staff must try and maintain social distancing where possible.	x	<p>Fire Drill to be carried out to ensure students know where their nearest exit is. Evaluate suitable exit routes and pathways for each 'bubble', and the controlled method of re-entering the buildings.</p> <p>Ensure that suitable muster points are allocated to ensure that each individual class group/cluster has enough space to be able to be gathered safely without compromising the 2m distancing (where possible), and avoiding the mixing of 'bubbles' both during evacuation and at the muster point.</p>	Premises/SLT
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21	Use of Water Fountains can cause crowding and contamination of equipment.	Students, Staff , Wider Community	Students asked to arrive with a full water bottle . Water Stations to be placed in each zone.			To be ordered and compared with installing taps.	Premises Team
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22	Fixed/Loose Play Equipment/Apparatus	Students, Staff , Wider Community	Consider minimal use of apparatus . .	X	Play Equipment should be cleaned with antiviral cleaning substances . Good Hand Cleaning should be applied before and immediately after play.	Premises/PE Staff
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23	Health & Safety Checks	Students, Staff, Wider Community	All Routine H & S checks have been completed on the required basis Statutory tests and checks are maintained and logged on Smart Log. Annual checks have been carried out during August.	X	Continue with tests and checks and recording of information. Checks to be done where they can before and after school hours to ensure 2m distancing.	Premises
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24	Communication of procedures to staff.	Students, Staff , Wider Community	An Inset Day will be set to give information on procedures for staff on Wednesday 2nd September. Those that cannot attend will be communicated to remotely or have access online to video or photos. We will also aid staff with walkthroughs so that they can be fully inducted in new procedures	X	H & S Slide Show prepared with Covid slides added.	SLT/Premises
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25	Driving for Work	Students, Staff, Wider Community	<p>Communicate with parents and request that children are encouraged to walk or cycle to school when possible and if safe to do so.</p> <p>Avoid the use of the minibus wherever possible otherwise ensure the 2m rule is observed.</p> <p>Discourage car sharing with non household members.</p> <p>Assess the availability of transport arrangements being made by the transport providers for compliance with social distancing.</p>	X	Communication to be sent.	SLT
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26	Use of Reprographics	Students, Staff, Wider Community	<p>Procedure to be put in place so items are collected at a said time and put outside on a desk for collection with social distancing markings. Requests to be sent via email with a certain amount of notice to be given. Photocopiers to be used obeying the 2m distance.. Signage has been placed on door restricting access and reminders sent to staff.</p>	X	<p>Discuss with team best way forward. Barriers have been ordered to close off rooms or segregate copiers. Consideration of where to put copier on North needs to be considered urgently.</p>	Premises/Admin Team
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27	Use of Outside space	Students, Staff, Wider Community	Each Zone will have their own individual area and will not be able to cross. Further outside furniture has been ordered.	X	Line Marking for best use to be decided .	
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28	Use of Hand Dryers could promote spread of Disease	Students, Staff , Wider Community	Hand dryers are ok for use as long as they are automatic and where button operated users are reminded to use their elbow to turn them on and off. Particular care needs to be taken when using hand dryers requiring you to insert your hands into them or they have trays (eg Dyson Airblades, Crocodile or Mitsubishi). Use of these types of hand dryers should be discouraged as there is risk of contact with the dryer surface areas when drying hands, which may have contamination, and must be cleaned thoroughly			Paper Towels to be made available and inform staff to use elbows if possible!	
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29	Vulnerable Persons	Students, Staff, Wider Community	<p>Clinically Vulnerable</p> <p>Pregnant women</p> <p>Children and staff not familiar with the school or part of it</p> <p>Children with EHCP</p> <p>BAME</p>			<p>Anyone who is identified as vulnerable will be subject to a more detailed assessment of risk.</p>	
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30	Waste Management Potentially or Contaminated PPE or other waste could transmit infection.	Students, Staff, Wider Community	<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste.</p>		<p>Anyone wearing non-disposable face coverings when arriving at school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	
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			<p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none">• keep it separate from your other waste• arrange for collection by a specialist contractor as hazardous waste <p>There will be a charge for this service.</p> <p>The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p>			
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31	Changeover in lessons could cause Bubbles to cross .	Staff, Students, Wider Community	Measures in place to ensure that changeover period between lessons/break and lunchtimes are adequate to ensure than group/bubbles do not mix			Ensure Lineage and Barriers remain clear between Zones.	
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32	Increased volume of Students Crossing road from South Site to East Site could be a hazard.	Staff, Students , Wider Community	Signage and Marking to be placed at the crossing place . Students to be accompanied when changing lessons.			Order Signage	
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33	Kitchens and communal canteens need good hygiene practice.	Staff, Students, Wider Community	It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice , anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.			Meeting with Caterlink scheduled they have their own procedures that will add as an appendix.	
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<p>34</p>	<p>Face Coverings may be needed in event of a local lockdown,</p>	<p>Staff, Students, Wider Community</p>	<p>In line with Government guidance, it is not recommended that face coverings are necessary and schools have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances (eg where social distancing cannot be maintained or there is a mixing of 'bubbles'.</p> <p>Face coverings are required on public transport and are recommended for OCC operated school buses.</p> <p>Where face coverings are used they should be safely stored (preferably in a sealed plastic bag) by the wearer when not being worn, nor shared or handled by others</p> <p>Please consider carefully the needs of those who are unable to wear a face covering for medical reasons, and put in place measures which help to mitigate the risks of not doing so.</p> <p>Face coverings may require more widespread use in the event of local outbreaks in areas defined as areas of national government intervention</p>		<p>Cherwell school will introduce a bespoke approach which takes into account the different nature of our sites and Key Stages</p> <p>We will induct students so that they follow these guidelines</p> <p>KS3 students – face coverings when asked</p> <p>KS4 students – face-coverings when in corridors or stairwells</p> <p>KS5 students – face-coverings when in corridors or stairwells, and study areas.</p> <p>Teachers are free to wear face-coverings as wished. We highly recommend that teachers also wear face-coverings in corridors and stairwells on north site.</p>	
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This Risk Assessment will be reviewed if it is no longer valid or if there has been significant change

Signature Box: Please use this box as an area to record that this RA has been read by staff involved in this activity				
Name	Signature and Date		Name	Signature and Date