

ACTIVITY TASK:	SCHOOL OPENING - Coronavirus COVID-19 Risk Assessment – Revision 5					Ref:	COVID-19			
SITES:	Thornhill Primary School					Integrity Checked	<input checked="" type="checkbox"/>			
Assessment Date:	02/06/2020	Assessment Carried Out By:	Suzanne Peak	Date of Last Review:	08.07.2020	Next Review Due:	Ongoing			
<p>This risk assessment is produced in accordance with the requirements of The Management of Health and Safety at Work Regulations 1999 (MHSWR). The risk assessment control measures must be implemented to ensure the safety of all personnel involved with or people affected by the activity. The control measures put in place for this risk assessment must be communicated to all personnel involved with the activity. You may add (by hand) additional control measures by filling the site-specific controls section at the bottom of this risk assessment.</p>						ALARP (Y or N) – As Low as Reasonably Practicable – Has the risk been reduced as low as reasonably practicable with the controls put in place? Yes or No				
Severity on a scale of 1 to 5 (where 5 is the most severe):	How severe the consequence if the activity / hazard results in the adverse effects		Likelihood on a scale of 1 to 5 (where 5 is the most likely):		How likely are the chances of the hazard causing injury after the controls have been put in place					
People Involved or Affected by the Activity:	Staff	<input checked="" type="checkbox"/>	Pupils	<input checked="" type="checkbox"/>	Visitors / Client	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Others (Please specify)	

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1	Travelling to school – public transport – exposure to the virus	Contamination of Pupils and Staff and further spread of the virus	<ul style="list-style-type: none"> Parents are to limit all travel to a minimum where possible The school encourages walking and cycling. Bikes/ Scooters are not to be left on site. Parents must take these home when dropping children. Public transport should be minimised where possible. Parents to follow government guidance on the safe use of public transport. 	3	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate 	Some parents live at a distance to the school and may not have transport therefore travel cannot be avoided.
2	Attending School	Contamination of pupils and staff and further spread of the virus	<ul style="list-style-type: none"> All children will be required to return back to school for the Autumn Term (September Start), unless they are classified as “Extremely Vulnerable”. Evidence will be required if your child is classified within this category. It is vital that all children return to school to minimise as far as possible the longer term impact of the pandemic on children’s education, wellbeing and wider development. School attendance rules will resume from September. Please refer to our school Attendance Policy. Children whom was previously shielding will be required to return to school. For further guidance on shielding please see https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	4	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.

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			<ul style="list-style-type: none"> • If your child has been advised not to attend following clinical and/or public health advice, you will not be penalised. Evidence of such will be required. • If rates of Covid 19 raise in the area and your child is notified to shield, evidence will be required of this, unless a community lockdown is announced. You will not be penalised for non-attendance. Children will resume learning through Google Classroom if a community lockdown occurs. • Pupils are not to attend if they have tested positive for covid 19 in the last 7 days. • Pupils will need to self-isolate if they have symptoms, positive test result or have been in close contact of someone who has coronavirus. Please contact the school to advise immediately. Pupils showing symptoms must obtain a test immediately and advise the school of the results. • Pupils which are unable to attend school because they are complying with clinical and/or public health advice will be sent home packs to continue with learning. • Parents are not to arrange appointments during school times. If your child has been issued an appointment by the hospital, evidence will be required. The school must be notified of the appointment in advance. • Parents are only to contact school via telephone or email and attend site if arranged by the school office. • Pupils will be issued a pencil case and plastic wallet in years 1-6. Early years will share pencils with equipment being regularly cleaned. • Washed PE kits are to come into school on a Monday and will be returned on a Friday. Pupils will be required to bring with them a lunch box. No book bags or bags are permitted. • School catering will resume in September and cater for all students which are Free School Meals, Universal Free School Meals and children wanting a hot dinner. Payment can only be made through Parentpay. No Free School Meals Vouchers will be issued. • No cash payments for trips, dinners, events etc will be accepted in the school office. • Pupils are to wear full school uniform and no trainers. Parents are advised to regularly wash school uniform. • Pupils will have a staggered start to the day to prevent overcrowding of parents. Start times are: Nursery – 9am (Morning) 1pm (Afternoon) Reception – 9am. Year 1 – 8:55am Year 2 – 8:55am Year 3 – 8:50am 						

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			<p>Year 4 – 8:50am Year 5 – 8:45am Year 6 – 8:45am</p> <p>Only one parent is permitted to drop their child at school. All years are to be accompanied by parents until the child is permitted through the school gates.</p> <ul style="list-style-type: none"> • <u>Please note</u> Bobcats class will have different start times for the first two weeks for settling in. Week 1 is 9am – 11:45am, Week 2 is 9am to 1pm. Parents are reminded to socially distance as per government guidance. Please Note – Nursery will have two weeks of different start and finish times. All parents will be contacted regarding this. Please note that parents will not be permitted into the school. • Each school class year will be met by a member of staff at the front gate. Pupils will be asked to stand on markers for their year groups on the top playground. Once all children are through the gates, the gate is to be locked and pupils to follow staff member to their classrooms. Parents/ Pupils are reminded to be on time to prevent delaying other years. • Late parents will need to wait until all pupils have entered the premises. 						
3	School Day – exposure to the virus	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> • Pupils will join their class and become a “bubble group”. Bubble groups are assigned as Early Years, KS1, Lower KS2, Upper KS2. Giving a total of four bubbles. • Pupils will join their teachers in their assigned classrooms. These classrooms will remain the same throughout the year. Children will be assigned a desk and named stationary pack Y1-6) • . Staff will remain socially distanced as much as is practicable. • Pupils and staff will remain on the left hand side when using the corridors to ensure free flow and a one-way system. • Pupils will remain in this classroom unless accessing assigned toilets, having lunch in the dining hall or playground. • Pupils are to drink from their own named drinks bottles. • Pupils to be reminded of preventive measures: <ul style="list-style-type: none"> ○ Wash hands frequently with soap and water for 20 seconds or more. Sanitiser is available for use in classrooms. ○ Avoid touching eyes, nose and mouth ○ Practice respiratory hygiene (cover mouth & nose when coughing / sneezing) 	4	3	H	Y	<ul style="list-style-type: none"> • Eliminate • Alter • Contain • Educate • Supervise 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.

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			<ul style="list-style-type: none"> ○ If possible, open doors with the back of hands rather than using your fingers / palm • Pupils will have break times throughout the day within their assigned bubble. Fire doors must not be propped open and remain shut, as per fire risk assessment. • Sanitiser will be placed in all classrooms, offices, kitchens, toilets. Pupils are not to bring in own sanitiser but use the class sanitiser. • Pupils with EHCP will have an individual risk assessment compiled for them. • No assemblies are to take place in the hall and will be carried out per class. • Toilets will be monitored throughout the day with cleaning being undertaken. • Pupils will remain in their bubbles for lunch. Lunch will be eaten in the school hall, with areas being cleaned after each sitting. Crockery and glasses will be hand given to all children whom are having school dinners. Children will follow usual hygiene measures such as washing hands before and after eating. • Children to receive emotional support from staff about returning to school with additional time being allocated to the Parent Support Worker and SENCO. • Curriculum to continue but also incorporate catch up afternoons, additional Maths, SPaG, Reading etc. • Breakfast and afterschool clubs to resume from September with Kidszone. • All equipment will be wiped prior to carrying out PE Lessons. Pupils will be required to wash hands prior and after using equipment. Equipment will also be disinfected. • The Senior Leadership Team will be very proactive to ensure this is followed throughout the school day. 						
4	Children eating school dinners – Exposure to virus	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> • School Catering will resume from September, with normal hot dinner menus. Pupils are to request hot dinners as usual during registration. • Pupils will eat dinner in the school hall and will be with their “bubble group” • Children will be given their crockery, cutlery and water cup • Younger children will be assisted to their dining table by staff • Areas will be cleaned after each child to include wiping tables and seats • No salad bar will be provided for the foreseeable • Payment for school dinners will only be accepted on Parentpay. No cash payments will be accepted 	4	3	H	Y	<ul style="list-style-type: none"> • Eliminate • Alter • Contain • Educate • Supervise • PPE 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.

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5	Collection of Pupil at the end of the day – Exposure to virus	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> Collection times are: Nursery – 11:45am (Morning) 3:15pm (Afternoon) –Bottom Playground Reception – 3:15pm Bottom Playground Year 1 – 3:20pm Red Court – Top Playground Year 2 – 3:20pm Green Court – Top Playground Year 3 – 3:25pm Bottom Playground Year 4 – 3:25pm Bottom Playground Year 5 – 3:30pm Children are able to walk home alone or collection from top playground. Consent forms must be completed Year 6 – 3:30pm Children are able to walk home alone or collection from top playground. Consent forms must be completed <u>Please note</u> Bobcats class will have different start times for the first two weeks for settling in. Week 1 is 9am – 11:45am, Week 2 is 9am to 1pm Please Note – Nursery will have two weeks of different start and finish times. All parents will be contacted regarding this. Please note that parents will not be permitted into the school. Parents are advised to remain social distancing in line with Government guidance 	4	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise PPE 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.
6	Communication to parents – Risk of virus spreading if procedures not received	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> Parents will receive text messages of any updates or information. Parents are reminded to check their phones and ensure up to date details are given to the school office. All procedures will be available on the school website Risk Assessments to be provided to the local authority Staff communication will be via email. Meetings to be held in smaller staff groups when on site. 	4	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.
7	Cleaning – exposure to the virus	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> Deep COVID 19 clean was undertaken on the week commencing 11th May 2020 by an external contractor. Deep clean carried out and cleaned using Ultra AX. A deep clean is also being undertaken during the summer holidays by the school cleaning team. Records maintained. School classroom to be clean prior to use, with cleaning being carried out daily. Cleaning will take place every three hours in the toilets, desks, side tables, sinks, taps, doors, toilets (touch points) etc. Records will be kept of all cleaning. All classrooms will be cleaned by the cleaning team using disinfectant and bleach. All staff are trained in COSHH and wear full PPE. 	4	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise PPE 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.

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			<ul style="list-style-type: none"> • Bins of tissues are to be emptied throughout the day into a larger clinical bag. Clinical bag to be collected by cleaning staff following the cleaning procedures set out in the cleaner's risk assessment. • Sufficient hand sanitiser provided in each classroom and soap in toilets • School Office, Staff Toilets, Staff Room, Reception Areas to be cleaned every three hours throughout the day by staff wearing full PPE. • Staff to tie bin liners at the end of the day and leave in the classroom. Cleaning team to dispose of in external waste bins. Full PPE to be worn. • Pupils/staff to dry hands on disposable paper towels • Records to be kept of all cleaning undertaken. • Suitable and sufficient amount of cleaning materials to be available at all times to maintain the cleaning regime. Ensure COSHH regulations adhered to, to include storage and training. • Staff to report to Office Manager on low stock levels on cleaning items and PPE. • Welfare facilities to be maintained and cleaned regularly with plenty of stock of hand cleaning materials for washing and drying and toilet rolls for the toilets. Site Agent will ensure all areas are stocked prior to opening during the day. Staff will be responsible for cleaning the staff toilets and staff room. PPE Must be worn when carrying out cleaning duties. Disposable wipes are recommended and to be binned. Cleaners will remove all waste. A separate cleaners risk assessment will be provided. • Cleaning Supervisor will undertake daily spot checks when cleaning staff are in 						
8	First Aid	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> • Staff will wear full PPE when administering first aid to a pupil. To include Face Shield, Face Mask, Gloves, Disposable Apron • Staff to follow First Aid Policy and ensure medical note is sent home to parents advising that their child received medical attention • First Aid record to be kept up to date. Temperature to be taken of pupil at time and recorded. • Gloves to be disposed of in clinical waste bag after each use • All first aid must be administered within the bubble group 	4	3	H	Y	<ul style="list-style-type: none"> • Alter • Contain • Educate • Supervise • PPE 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless site closes down.
9	Disruptive/ Violent and those pupils not adhering to social	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> • We will operate zero tolerance to violent, disruptive and those pupils not adhering to social distancing and Covid guidelines. • Children which are known to be violent are to remain off school until further notice. Parents will be contacted 	4	3	H	Y	<ul style="list-style-type: none"> • Eliminate • Alter • Contain • Educate • Supervise 	Risk reduced by not allowing violent, acting out children into school. Risk still

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	distancing and covid guidelines – exposure to virus and welfare	virus also staff welfare	<ul style="list-style-type: none"> Parents will be contacted if any pupil is not behaving, not listening to staff, acting out or violent. The parent will have to collect the pupil immediately from school. An individual risk assessment will be carried out as to whether the pupil can return. If a pupil is violent this will also be reported to Central Bedfordshire Council. PPE to be worn when dealing with such pupils 					<ul style="list-style-type: none"> PPE 	remains in the community until a vaccine is known.
10	Sickness of Pupil or member of staff	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> If anyone becomes unwell at school with new, continuous cough, or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be sent home. Unwell person will be taken to the afterschool room and door to be closed and window open for ventilation. The disabled toilet by year 4 will be allocated to be used by person whom is taken unwell. Toilet and afterschool club to be cleaned immediately after by staff in full PPE. Staff dealing with the unwell person will be in full PPE. Staff will contact the named Emergency contact for the pupil/ staff to collect from school within 30 minutes. 999 will be called in an emergency as per usual practise. Rest of the class to remain at school and continue to attend until results are known of covid test on pupil. Sick pupil/ staff member to have testing immediately and notify school of outcome. (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). If positive they will be required to remain off for 7 days and any siblings/ family to isolate for 14 days. If confirmed case of COVID 19, staff and pupils within class to remain off for 14 days. Classroom to be closed and no entry to anyone. Classroom to have deep clean. If not COVID. Sick pupil to return to school when well. If a pupil/ member of staff tests positive, the school will contact the local health team. The local health team will carry out a rapid risk assessment with the school to confirm who has been in contact with the person during that period they were infectious. From advise given by the local health team, contacts may be told to isolate for 14 days. The school will receive notification and a guide on when and whom to contact. If a pupil/ member of staff which has been sent home to isolate for 14 days develops symptoms but has a negative test, they must still remain in isolation for 14 days as they may later develop covid 19. If they test positive during isolation they must isolate for at least 7 days from the onset of their symptoms. The household will be required to isolate for 14 days. The school will work closely during this time with local health team. 	4	3	H	Y	<ul style="list-style-type: none"> Alter Contain Educate Supervise PPE 	Risk remains in the community until a vaccine is known. Unable to totally eliminate the risk of spread of the virus unless school closes down.
11	Site Evacuation from Fire	Slower evacuation due to staff trying to	<ul style="list-style-type: none"> Usual Fire Evacuation Procedure is to be followed. Priority is getting everyone out of the building and not Covid 19. Exit the building in usual manner. 	4	3	H	Y	<ul style="list-style-type: none"> Educate 	

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		social distance pupils	<ul style="list-style-type: none"> Fire Assembly points to take into consideration social distancing Pupil Contact details to be up to date and available in emergency when evacuating building 						
12	Lockdown of School	Slower lockdown procedures from staff trying to social distance pupils	<ul style="list-style-type: none"> Follow usual lockdown procedure. Priority is the immediate safety of the children. 	4	3	H	Y	<ul style="list-style-type: none"> Educate 	
13	Meetings with other organisations including referral agencies, parents, schools etc	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> External agencies, parents and contractors are only permitted onto site if deemed necessary by senior management. All persons must be accompanied by staff and wear PPE to include masks. Reduce the need for meetings and use Google Meet where possible. 	4	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise 	Unable to totally eliminate the risk of spread of the virus unless school closes down. Risk remains in the community until a vaccine is known
14	Other On Site-exposure to the virus	Contamination of employees and further spread of the virus	<ul style="list-style-type: none"> No school hall lettings will take place for the foreseeable No school trips are to take place for the foreseeable. This will be reviewed Autumn Term. Outdoor equipment will be cleaned throughout the week Information posters will be placed at strategic locations reminding of social distancing and "catch it, bin it, kill it". All staff and pupils to regularly wash their hands while onsite. Staff to continuously remind pupils throughout the day. Parents will be advised that they are to contact the school by phone or email. Access to site is not permitted Deliveries – All deliveries into school will be booked in advance. Office staff will be aware of scheduled deliveries. Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials. All 	4	3	H	Y	<ul style="list-style-type: none"> Eliminate Alter Contain Educate Supervise PPE 	Unable to totally eliminate the risk of spread of the virus unless site closes down. Risk remains in the community until a vaccine is known

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			deliveries to be scheduled where possible with the registration of vehicle. Drivers to be briefed on delivery arrangements prior to delivery. Catering team to be advised.						
15	Safeguarding	Vulnerable children may be in danger when remaining at home/ children accessing internet/ Vulnerable families	<ul style="list-style-type: none"> • Risk assessments required to safeguard vulnerable pupils are in place if applicable • Designated Safeguarding lead is available in school during school working hours. Also contactable on mobile after. • Single Central Record monitored and updated accordingly • Records kept of all safeguarding conversations with parents • Communication kept up with vulnerable families during the closure and on return through telephone conversations with the Family Support Worker. • Free School meals resuming from September by the catering team. 	4	3	H	Y	<ul style="list-style-type: none"> • Alter • Contain • Educate • Supervise • PPE 	Unable to eliminate the risk. Safeguarding remains a top priority within school.
16	Lone Working	Contamination of employees and further spread of the virus	<ul style="list-style-type: none"> • Lone workers to adhere to the lone working policy. Lone working policy to be issued. Should only be applicable to Site Agent • Ensure emergency contact details held are up to date 	4	3	H	Y	<ul style="list-style-type: none"> • Alter • Contain • Educate • Supervise • PPE 	Unable to totally eliminate the risk of spread of the virus unless site closes down. Risk remains in the community until a vaccine is known

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16	Recruitment	Contamination of pupils, staff and further spread of the virus	<ul style="list-style-type: none"> Interviews maybe carried out onsite. All persons to follow social distancing guidelines. Interviewee will be offered a facemask. Virtual meetings may also take place. If documents need to be delivered for DBS checks this must be booked with office staff. No persons allowed on site unless booked. Office Staff handling documents must wear gloves Safer Recruitment processed adhered to 	4	3	H	Y	<ul style="list-style-type: none"> Alter Contain Educate Supervise PPE 	Unable to totally eliminate the risk of spread of the virus unless site closes down. Risk remains in the community until a vaccine is known