



COVID-19 Educational Settings Risk Assessment

Contents

Key infection control measures.....	3
Cleaning and disinfection.....	3
Hand hygiene and respiratory hygiene arrangements.....	4
Ventilation (and use of outside space).....	6
PPE.....	9
Educational visits and use of third-party premises.....	9
Transport and travel.....	10
Visitors.....	10
Catering.....	11
Health, well-being and attendance.....	12
Asymptomatic testing.....	12
First aid.....	13
Individual risk - pupils.....	13
Individual support planning.....	13
Wellbeing and attendance.....	14
Staff health and well-being.....	14
Self-Isolation Arrangements – Staff and Pupils.....	15
Collaboration.....	15
General Arrangements.....	15
Respectful space.....	17
Hiring School Premises (and providing premises for club use).....	17
Review.....	17

The health, safety and well-being of all staff and pupils is of utmost importance to us.

This template does not follow the traditional format for a risk assessment. It only covers the control measures needed to manage the risks presented by COVID-19 as low as is possible, in line with community risk levels, therefore the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant. More information on the measures identified here is available in the Compliance Code for all educational settings.

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
15/07/2021	New

Setting/Premises:	Antingham and Southrepps Primary School and Nursery		
Location:	Lower Street, Southrepps, Norwich, NR11 8UG		
Assessment Date:	February 2022	Last Review Date:	February 2022
Assessment completed by:	Samantha Petchey		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Key infection control measures

Cleaning and disinfection

<p>Cleaning and Disinfection</p>	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. • Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use 	<p>Yes</p>	<p>Caretaker has a revised cleaning schedule in place.</p> <p>Reviewed every half term or as and when government guidance and advice is updated.</p>	
----------------------------------	---	------------	--	--



	<ul style="list-style-type: none"> If a surface is visibly dirty it is always cleaned prior to disinfection. 	Yes	Disinfection to remain in classrooms for use by adults AFTER use. Disinfection to be kept on a high shelf in a cupboard.	
	<ul style="list-style-type: none"> Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 	Yes	Caretaker and cleaner is aware of which cleaning equipment to use for which areas of the school	
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> Know the schedule information. Have received relevant training/instruction Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. 	Yes	Training has been given by JS and the Headteacher, July 2021 and repeated again September 2021.	

Hand hygiene and respiratory hygiene arrangements

Hand hygiene	<ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts. Supervision arrangements are in place to support pupils with handwashing where it is needed. Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources 	Yes	<p>Hand cleaning built into the updated daily timetable across the school. Shared with pupils in classes by teachers and the Headteacher in assembly September 2021. Email communication sent to parents in September 2021 explains how the school is continuing to uphold regular hand washing and the hygiene arrangements the school has in place.</p> <p>Further communication with parents in the newsletter November 2021 edition. Repeated during weekly briefings from the beginning of November 2021 onwards.</p>	
--------------	--	-----	--	--



	<p>(including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</p> <ul style="list-style-type: none"> • Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. • Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. • Entrances are supervised on arrival in the morning to support hand sanitising. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 		<p>Communicated again in the February 2022 newsletter after the most recent updated government guidance.</p>	
	<p>Hand washing is carried out using running water (static bowls are not used)</p>	<p>Yes</p>	<p>The school has soap and warm water in all areas where hand washing takes place.</p>	
	<p>Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels</p>	<p>Yes</p>	<p>The school uses paper towels and will continue this preferred method of hand drying.</p>	
	<p>Consideration has been given to replacing traditional taps with easy operating lever taps</p>	<p>Yes</p>	<p>The school is not yet in a position to change the taps to easy operating lever taps.</p>	
	<ul style="list-style-type: none"> • Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. • The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. • Hand sanitiser points are checked regularly and stock replenished where necessary. 	<p>Yes</p>	<p>Hand sanitiser points are available in all classrooms, in the reception area and outside dining hall area. It is the responsibility of the caretaker/cleaner to ensure these are always filled and maintained to ensure a full working order.</p>	
	<p>Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.</p>	<p>Yes</p>	<p>Any removal or securing of items is the responsibility of the staff member(s) who have last used the items.</p>	
	<p>Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)</p>	<p>Yes</p>	<p>All hand sanitiser units are checked daily by the caretaker and cleaner to ensure full operating. If/when a unit</p>	



			does drip it will be quickly removed and repaired. There will be extra daily cleaning around all units that are wall mounted to avoid spillages and reduce slip risk.	
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	All hand sanitiser is stored in a locked cupboard and is the responsibility of the caretaker/cleaner.	
Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day 	Yes	Bins are emptied twice daily by the caretaker/cleaner.	
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	Yes	Posters around school are constant reminders about catch it, kill it, bin it. Weekly reminders to children during assembly times, ongoing throughout the year as a good practice measure.	

Ventilation (and use of outside space)

Use of outside space	Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils.	Yes	Where possible packed lunch will continue to be taken outside on the benches on the field. School caretaker/cleaner to ensure these are clean and free of any bird droppings on a daily basis. Weekly briefings and any meetings where it is difficult to socially distance, these will take place wither outside, in Grasshopper Class or via Zoom. Assemblies will continue in the hall.	
----------------------	---	-----	--	--



Increasing ventilation	<p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none"> • Mechanical ventilation has been checked to ensure it provides fresh air to rooms • Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. • Where fresh air provision is not adequate windows are also opened in these areas. • Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented. 	Yes	Windows will be opened during any meetings, regardless of the room being used.	
	<ul style="list-style-type: none"> • Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) • Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. • Non fire doors are secured in the open position • Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. 	Yes	Doors and windows will remain open and will be kept ajar during the colder months. Staff informed of this September 2021.	
	<p>During cooler weather:</p> <ul style="list-style-type: none"> • Windows are fully opened before rooms are occupied and during breaks. • Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially • Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 	Yes	Staff informed of this September 2021. Information communicated to parents and carers September 2021 and January 2022 in the welcome back letters.	
	<ul style="list-style-type: none"> • Members of the team are nominated to ensure that windows are opened in accordance with the above 	Yes	Regular checks made by the Headteacher, Lynne Flatman, Paula Matthews and any governors visiting.	



	<ul style="list-style-type: none"> • Signage is provided to remind occupants not to fully close windows • Regular checks are made to ensure that arrangements are being followed 			
Reassurance measures	<ul style="list-style-type: none"> • Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code 	No	Sensors are located in each classroom in a position where the reading can be easily seen.	
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	Fans are used during the winter months (from November) The use of these is limited to the office area by Lynne Flatman and in any cold corridor or learning spaces (Dragonfly cloakroom, hall learning area for RWI)	
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes	Conversations will take place with the Headteacher before any fans are issued and used.	
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> • The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less • Equipment, machinery that prevent air circulating have been relocated where possible • Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). • Fans are not used in poorly ventilated areas • Advise has been sought from HSW for using these areas 	N/A	We do not have any spaces in school without any natural direct air flow.	

PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	Staff are aware of the PPE we have and when this should be used. This is in conjunction with our Outbreak Management Plan. All PPE will remain stored in the Covid-19 isolation room (old office)
-----	---	-----	---

Educational visits and use of third-party premises

International visits	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.	Yes	The school has no international trips planned for his academic year.
All visits	<ul style="list-style-type: none"> • Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. • The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation • Where appropriate, the third-party provider is involved in planning arrangements. • Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit • Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. • A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> ○ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities ○ There is an appropriate level of insurance cover for the visit 	Yes	<p>All trips planned will have a Covid-19 risk assessment requested from the visit provider before conformation has been agreed. It is the responsibility of the staff member booking and organising the trip to ensure this has been requested, read, understood and shared with the Headteacher.</p> <p>The school will adopt the Covid-19 General Risk Assessment Form in addition to the trips RA forms.</p>



	<ul style="list-style-type: none"> ○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 			
Specific considerations	<ul style="list-style-type: none"> ● Additional factors needed for children (and staff) with SEND and medical conditions have been considered. ● There are contingency plans in place, for example, to respond to symptoms developing in the group. 	Yes	The school will continue to notify and communicate closely with parents of SEND pupils and those with medical conditions before any trips take place.	

Transport and travel

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/A	The school does not have any school transport.	
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.			
	Windows are opened during journeys where it is safe to do so			
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.			
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)			
	<ul style="list-style-type: none"> ● Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so ● Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings ● Staff are encouraged to wear face coverings when using public transport. 			

Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.	Yes	Where appropriate school tours and internal building work will take place before and after school hours between. Any other visitors will be asked to enter the school site during the above times. If this is not possible	
--	---	-----	---	--



			meetings will take place outside or in well ventilated rooms.	
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out	Yes	Space will be maintained at all times during site visits.	
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. • To leave the setting immediately if they develop symptoms • Hand shaking should be avoided 	Yes	We are no longer asking visitors to take a LF test before entering the school building. Visitors will be asked if they have had Covid symptoms within the last 48 hours before being permitted in. The wearing of masks for visitors is no longer mandatory.	
	On arrival visitors will be: <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 	Yes	All site information in place will continue to be shared in the same way as last term. This has not changed.	
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	To continue to model good hygiene and practice, visitors will be asked to use their own pen. If they do not have a pen, one will be loaned to them. These will then be wiped down before being reused.	
	A QR code is in place for events involving large numbers of visitors.	N/A	Not needed due to the small size of the school and the limited amount of parents on site.	
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.	Yes	The layout of the reception/office has not changed.	

Catering

	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .	Yes	Any updates from Norse are communicated by Lynne Flatman to staff and parents.	
--	--	-----	--	--



	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance	Yes	Compliance code, this RA and outbreak management plan shared with the cook from Norse who is on site daily.	
Vending machines	<ul style="list-style-type: none"> Vending machine disinfection is incorporated into the touch point cleaning arrangements. Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection slot, therefore performing hand hygiene before and after use is reinforced. Hand sanitiser and disinfectant wipes are provided next to them with instruction to use before and after. 	N/A	The school does not have any vending machines.	

Health, well-being and attendance

Asymptomatic testing

Spring second half Return	<ul style="list-style-type: none"> Staff will continue to test twice weekly until the end of the Spring term. School provides x1 LF test kit per staff member for this duration or until these have been used up and the school has no test kits left. Test kits are for staff use only. 	Yes	Due to the limited amount of test kits now left/being given to schools, the school is only offering kits to staff members. Staff to sign for a kit and to take no more than 1 at a time.	



Vaccination	Where eligible, staff and students are encouraged to participate in the vaccination programme.	Yes	All staff have been vaccinated. No member of staff has declined a vaccination.	
-------------	--	-----	---	--

First aid

First aid – all settings	COVID-19 First Aid guidance is followed.	Yes	Guidance shared with staff – September 2021. No changes since this date.	
--------------------------	--	-----	---	--

Individual risk - pupils

Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	Yes		
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> Individual risk assessments in place for pregnant member of staff. This is reviewed weekly. 	Yes	1:1 RA in place for 1 staff member	

Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	New behaviour policy shared with staff on the Inset days in September 2021. Shared with parents during the meet the teacher event and with pupils from the beginning of the Autumn term 2021, this is ongoing to ensure it is embedded. March 2022 – no changes	
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	These pupils have been highlighted and the class teachers, support staff and SENCO are extra vigilant to signs and symptoms. March 2022 – no changes	



	<p>Support plans include:</p> <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	Yes	Dragonfly class staff are aware of extra cleaning of LT wheelchair.	
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes	Gloves and aprons to be worn when cleaning the high touch parts on the wheelchair.	

Wellbeing and attendance

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	Yes	PSHE sessions and Assemblies provide an opportunity to talk about pupil mental health and well-being. The school has adopted the Kapow well-being model.	
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Arrangements already established to continue.	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Arrangements already established to continue.	
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	Yes	Arrangements already established to continue	
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	Yes	As and when issues or concerns arise the school will act quickly and sympathetically to provide reassurance.	

Staff health and well-being

Individual assessment	<ul style="list-style-type: none"> • All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in 	Yes	1 staff member has been identified and has an individual RA in place.	
-----------------------	--	-----	---	--



	educational settings and the template provided is used to record conversations and agreed control measures.			
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Shared with staff – September 2021 Staff surveyed September 2021 asking how they are feeling with regards to their wellbeing and Covid-19 measures the school has in place. Advice given on a needs by needs basis as and when this should rise. No changes or updates.	

Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> • Staff know to go home as soon as possible if they develop symptoms of COVID-19 • Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible • Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day • Anyone who has developed symptoms and cannot go home immediately will wait in the designated room (isolation room) • Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks 	Yes	Quick reference guide shared with staff September 2021. Any questions raised and answered. All staff are aware of the procedures in place should this arise.	

Collaboration

General Arrangements

General Arrangements	<ul style="list-style-type: none"> • Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. 	Yes	Communication shared with parents and carers on Friday 3 rd September.	
----------------------	---	-----	---	--



	<ul style="list-style-type: none"> Communication routes are publicised and have been formally planned. 		<p>Shared with staff on Thursday 2nd and Friday 3rd September. Ongoing updated advice shared as and when changes are made. Twice monthly newsletters contain information as does the school website.</p>	
	<p>Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making</p>	N/A	<p>The school does not employ any external providers for wrap around care.</p>	
	<p>The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.</p>	Yes	<p>Any additional language versions will be offered to those parents and families who may require this.</p>	
All staff instruction and involvement	<ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). Staff have been given the opportunity to discuss and resolve any concerns that they have. 	Yes	<p>Ongoing communication in place as and when needed or government changes and updates have been sent/communicated.</p>	
	<p>Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.</p>	Yes		



	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes		
--	--	-----	--	--

Respectful space

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> • Utilisation of online meetings and training • Keeping numbers minimised for in person meetings and training • Reduction of pinch points and areas of congestion 	Yes		
--	---	-----	--	--

Hiring School Premises (and providing premises for club use)

	<ul style="list-style-type: none"> • Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	N/A	The school does not hire out any area of the school	
	<ul style="list-style-type: none"> • Information about ventilation requirements is provided to the user 			
	<ul style="list-style-type: none"> • The school and user have agreed and confirmed their responsibilities prior to use, • The hirer has confirmed that they are following COVID-19 control measures for their activities • The use of QR codes is encouraged where members of the public take part in the activity. 			

Review

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> • Effective 	Yes		
--	---	-----	--	--



	<ul style="list-style-type: none">• Working as planned• Updated appropriately (reflecting updates to the compliance code)			
--	--	--	--	--

Assessor's Name: Samantha Petchey	Manager's Name: Richard Lord
Position: Headteacher	Position: Synergy Executive Primary Lead
Signature: <i>S Petchey</i>	Signature: