

Area/Activity Assessed	Central Lancaster High School – COVID-19 (Step 4) Autumn Term	Responsible Person	Principal
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Persons Exposed	Employees <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Trespassers <input type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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This Risk Assessment was implemented on 14/07/2021 by Compliance Education and reviewed on 20/08/2021 following updated Government guidance. It has been checked by the school's Head Teacher and SMT/SLT, School Trust and School Governors.

It will be reviewed on a regular basis and when there have been significant changes in government, public health and local authority guidance.

The risk assessment highlights all control measures the school have put in place to ensure the school is COVID-Secure for all staff, students, visitors and contractors, See the school Plan for further information on how these control measures will be implemented.

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after easing of restrictions	4	3	12	<ul style="list-style-type: none"> Where necessary the building has been deep cleaned before reopening. All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19. A home testing risk assessment has been produced. Parents will be made aware that due to increased natural ventilation, students should wear adequate clothing. From September, breakfast and after-school provision will operate as normal. Restrictions such as keeping students in consistent groups and wearing face coverings in communal areas is no longer necessary and is down to personal preference. School will continue to regularly clean areas and equipment thoroughly including frequently touched surfaces. School will produce an outbreak management plan which will include the measures required following an outbreak as a result of several confirmed cases over a 10 day period. 	4	2	8	

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					<ul style="list-style-type: none"> All extra-curricular activities and out of school provision such as summer holiday school etc, will not require children to be allocated to a bubble. Staff and students involved in activities over the summer holiday should continue to test at home twice weekly. Close contacts will be identified by NHS Test and Trace. Children under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact. Year 6 pupils transitioning over to school in September, are exempt from testing over the summer whilst they are attending the education setting and transitioning into year 7 (depending on local circumstances, school may choose to test Year 6 pupils earlier, eg in summer school). There is no longer any requirement to continue testing staff, and students during the summer break who are not attending the education setting. School will encourage vaccine take up and enable staff who are eligible for a vaccination to attend booked appointments where possible (even if during term time). <p>Contingency Plans</p> <ul style="list-style-type: none"> For individuals or groups of self-isolating students, remote education plans are in place and school will provide this provision when necessary. School will produce an outbreak management plan which will include the measures required following an outbreak as a result of several confirmed cases over a 10 day period. <p>Ventilation</p> <ul style="list-style-type: none"> Adequate ventilation is provided whilst students and staff are on site. Windows may be partially opened in conjunction with heating systems to maintain a comfortable balance. School will ensure any events held in the school i.e. plays etc will be in a location where ventilation is maximised. If possible, systems will be adjusted to full fresh air or, if this is not possible, then systems will be operated as normal as long 				<p>School will consider involvement in the pilot project to measure CO2 levels and options to improve ventilation</p>

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					<p>as they are within a single room and supplemented by an outdoor air supply.</p> <p>Testing As part of Governments guidelines</p> <ul style="list-style-type: none"> All students will, upon return to school, take two on-site LFD tests which will be completed three to five days apart. School will start testing no earlier than the 3 days prior to the start of term. School may consider staggering the first week of reopening to facilitate on site testing. Following the first week of term, staff and students will be encouraged to test twice weekly at home. This will reviewed at the end of September. All staff and students will have access to coronavirus tests. The school will provide students with home testing kits where supply is available and they will be asked to test twice per week. Tests should be completed 3 to 5 days apart (min 3 days), in accordance with government guidelines. <i>School will consider the need to retain a small asymptomatic testing site (ATS) on-site so students who are unable to test themselves at home can be offered a test in school (this may be required in very limited circumstances).</i> A home testing risk assessment has been produced. Staff will be supplied with LFD test kits to self-swab and test themselves twice a week at home and will report their result to NHS Test and Trace as soon as the test is completed, this will be either online or by telephone as indicated in the home test kit. Staff and students will be required to notify school if their result is positive. Contact tracing will be completed by NHS track and trace. PCR tests are available via the gov website or via local testing centres. NOTE: if a PCR test is taken with 2-days of a positive lateral flow test, and is negative, it overrides the self-test LFD and staff and pupils can return to school as long as they don't have COVID-19 symptoms. Close contacts will be identified by NHS Test and Trace. Staff and pupils are not required to self-isolate if they live in the same 				

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					household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> ➤ they are fully vaccinated ➤ they are below the age of 18 years and 6 months ➤ they have taken part in or are currently part of an approved COVID-19 vaccine trial ➤ they are not able to get vaccinated for medical reason <ul style="list-style-type: none"> • If contacted by NHS Track and Trace, staff and pupils (parents) will informed they have been in close contact with a positive case and advised to take a PCR test. School will encourage all individuals to take a PCR test if advised to do so. • School will work with NHS Track and Trace to identify close contacts of a positive case if requested. Staff will have accurate seating plans in place. • Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, will be advised to continue to attend school as normal. They will not be required to wear a face covering whilst in school however, it is expected and recommended that these are worn when travelling on public or dedicated transport. • Symptomatic individuals and those who record a positive test result will still be required to self-isolate. <p>Further guidance for staff can be found in the link below;</p> <ul style="list-style-type: none"> • Schools COVID-19 operational guidance (applies until Step 4) - GOV.UK (www.gov.uk) 				
2	Transmission of Covid 19 due to close contact	4	4	16	<ul style="list-style-type: none"> • School will continue to offer twice weekly home lateral flow testing to staff. • Students will be offered lateral flow test kits to carry out at home, this will be reviewed at the end of September. • Staff will continue to minimise close, face to face contact with learners. 	4	2	8	

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		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> Any additional spaces available should be used as breakout teaching areas to maximise the distance between learners and staff. A high level of respiratory and hand hygiene will be maintained by staff and students. School will maintain adequate ventilation in all used areas. Where possible learners are to be seated side by side to reduce face to face contact. Resources that are shared between different learning classes, such as Science, Art and DT equipment, will be cleaned frequently / after each use. To minimise close contacts, the school will limit access to site to visitors and contractors, this includes drop off and pick up by parents. Use of shared spaces will be timetabled where possible. All students, staff and visitors will be encouraged to wash/sanitise hands before entering the building. Face masks are no longer mandatory although may be used for personal preference or at school's discretion if advised by Local Health Protection Teams. 				
3	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> Current UK Government Travel guidelines will be followed. Children under the age of 18 are exempt from quarantine on returning to England from amber countries. Staff who have been fully vaccinated with an NHS administered vaccine in the UK (plus 14 days) or are on a formally approved UK vaccine clinical trial, returning to England from amber list countries no longer need to quarantine. It is recommended that school do not go on any international visits this academic year up to and including 5 September 2021. Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's quarantine and testing guidance. 	4	1	4	

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					Up to date information on travel requirements can be found in the guidance below: <u>Red, amber and green list rules for entering England - GOV.UK (www.gov.uk)</u>				

4	Staff and students displaying symptoms	4	4	16	<ul style="list-style-type: none"> • Head/SLT to be notified. • Staff and students displaying symptoms of Coronavirus will be sent home and asked to follow latest government guidance. • Where necessary, the infected person will be moved to a designated isolation room (canteen office next to attendance) whilst arrangements are made for the person to be collected and taken home. A dedicated toilet has been made available A-Floor disabled toilet. In the case of a positive result, these areas will be deep cleaned / fogged before use. • Suitable PPE is available for staff. • Staff and students who have been in contact with anyone displaying symptoms will wash their hands thoroughly for 20 seconds. • A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ student needs and the activities required. • If a student/staff member is sent home as a suspected case, their work area will be cleaned/ fogged / wiped down, with PPE available for staff. • Where students cannot attend site, distance learning will be available via online learning. <ul style="list-style-type: none"> ○ Free School Meals: support will be provided to those who are eligible for benefits-related free school meals ○ SEND: school will work collaboratively with families to put in place reasonable adjustments ○ Access: school will work with families to ensure all students are able to access remote education (devices, internet etc) • If a staff member or student develops symptoms away from site, they must not attend school and will follow local government guidance for isolation / testing (if a parent insists on a student attending school, the Head Teacher can take the decision to refuse the student if necessary to protect other students and staff). • School has developed an Outbreak Management Plan. • Following several cases over a 10 day period, school may activate their Outbreak Management Plan following advice from Public Health or following advice due to increased cases in the local community. 	4	2	8
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					<ul style="list-style-type: none"> If school identify several cases over a 10 day period, we will contact Local Health Protection via the DFE helpline for further advice on 0800 046 8687 and select option 1. <p>Positive Result</p> <ul style="list-style-type: none"> From 16 August 2021, those who are fully vaccinated and children under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact. Instead these individuals will be advised to undertake a PCR test. Symptomatic individuals and those who record a positive test result will still be required to self-isolate. <p>Further guidance for staff can be found in</p> <ul style="list-style-type: none"> <u>Schools COVID-19 operational guidance (applies until Step 4) - GOV.UK (www.gov.uk)</u> 				
5	Unable to social distance on public transport	4	4	16	<ul style="list-style-type: none"> Public Transport Staff and students are advised to follow current government guidelines. Wearing of face masks whilst travelling on public transport is advised, but no longer mandatory. The school will endeavour to encourage staff and students to walk or cycle to school. Students are no longer required to wear face coverings when travelling on school dedicated transport however this is still advised. Car Sharing All Staff and students will avoid car sharing where possible. If car sharing is essential, windows should be opened to maximise ventilation with passengers seated front to back. 	4	2	8	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
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6	Unable to social distance when administering first aid	4	2	8	<ul style="list-style-type: none"> The school will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available. The school will ensure all First Aiders receive refresher training as required. <p>For advice on CPR during COVID-19 please follow the link below https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19</p> <p>RIDDOR</p> <ul style="list-style-type: none"> The school will work closely with the Local Health Protection Team and follow their advice. The school will contact Compliance Education to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report. 	4	1	4	
7	Cleaning	4	3	12	<ul style="list-style-type: none"> A high standard of cleaning will be maintained. Cleaning checklists/ records to be kept. Additional cleaning should remain where required i.e. where toilets, outdoor / indoor equipment is being shared by different learning groups. PPE is provided for cleaning staff. Staff are trained in the safe use of PPE and COSHH. The school is cleaned with normal household disinfectant. Any contaminated (suspected/confirmed) waste should be double bagged and stored for 72 hours before disposal. All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE). 	4	1	4	

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8	Staff/Students at increased risk (CEV/ BAME/Expectant Mothers)	5	4	20	<ul style="list-style-type: none"> Staff / students who may be at an increased risk may attend the workplace/school as long as they are able to follow current control measures. Where necessary, individual risk assessments will be carried out with support from Compliance Education Staff/ students to follow advice given to them by their GP/Medical professional. Staff / students are to follow the latest government guidance at all times, regarding the workplace. Staff identified at increased risk can discuss with their manager, any additional controls they feel necessary. 	5	2	10	
9	Group Activities/ Lessons	4	4	16	<ul style="list-style-type: none"> Physical Education should take place outside where possible to maximise ventilation. Resources that are shared between different learning groups, such as Science, Art, DT, and sports equipment, will be cleaned frequently / after each use. All outdoor sports and supervised activities for students can take place without restrictions on attendance. Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside. If communal areas are used for group activities/ lessons they should be cleaned down after use. All communal areas in use should remain well ventilated. Activities such as singing should be carried out following latest government guidance/ risk assessment. CLEAPSS Covid 19 guidance will be followed for all DT, Science, Sports and Food Tech Practical lessons. Students will attend in PE kit for their designated PE day, this will eliminate the need for changing rooms. Learning groups will not share changing areas were possible. Changing areas will be cleaned after use. School will remain vigilant and aware of the additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place. 	4	2	8	6

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10	Visitors/ contractors on site	4	4	16	<ul style="list-style-type: none"> During school hours contractors or visitors will be allowed onto the school premises and into the school building by making a prior appointment with the Head Teacher or Site Manager. All contractors and visitors are instructed to report to the main school reception upon arrival. All contractors and visitors are asked for verbal or written evidence to confirm the following statements: <ul style="list-style-type: none"> I am at present not suffering from any symptoms or have tested positive for coronavirus within the last 10 days. No member of my household are displaying symptoms or have tested positive for coronavirus within the last 10 days. I have not travelled abroad to any country on the 'amber list' within the last 10 days. I have not been contacted by the NHS Test and Trace service within the last 10 days. The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff. Were possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so, The school will adopt a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible 	4	1	4	
11	Educational Visits	4	4	16	<ul style="list-style-type: none"> Educational visits that are integral will take place following the completion of an individual risk assessment. Individual local authority guidance will be followed if traveling between counties. Local government transport guidance will be followed. School will not go on any international visits this academic year up to and including 5 September 2021. 	4	2	8	Ensure any new bookings have adequate financial protection in place

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12	Lack over control over external clubs hiring the school facilities	4	3	12	<ul style="list-style-type: none"> The school will only allow external clubs and organisations to use/hire their facilities in line with latest government guidance. 	4	1	4	
13	Unable to stop the virus from spreading Personal Hygiene	4	3	12	<p>Transmission</p> <ul style="list-style-type: none"> All staff and students are reminded on regular basis to follow good respiratory and hand hygiene to minimise the chance of transmission. <p>Handwashing</p> <ul style="list-style-type: none"> Handwashing facilities are available throughout the school. Handwash notice and instructions are located throughout the school. All staff and students are aware of best practise. <p>Coughing and sneezing</p> <ul style="list-style-type: none"> All staff and students are encouraged to cover their mouth and nose with a tissue. Staff and students will be encouraged to wash their hands after using or disposing of tissues. Spitting is discouraged. <p>Personal protective equipment (PPE).</p> <ul style="list-style-type: none"> Staff will follow previously issued guidance for the donning / doffing of PPE. PPE in place for cleaners as per MSDS and/or COSHH risk assessments PPE in place for cleaners when completing a deep clean The correct PPE should be used when handling cleaning chemicals. PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS. PPE is worn by First Aiders. 	4	1	4	

14	Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p>Deep Cleaning.</p> <ul style="list-style-type: none"> • Where possible the area is closed and secure for 48 to 72 hours before the commencement of the deep cleaning. • Suitable personal protective equipment is available - Fluid resistant type IIR surgical mask, disposable gloves and apron, disposable eye protection (where there is a risk of splashing). • Once used, all PPE is disposed of appropriately • Hands are washed before and after cleaning for at least 20 seconds. • Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc. • Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids. <p>Cleaning of the environment,</p> <ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal. • All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected. • Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: • Use a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. • 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. • If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses. • Staff will avoid creating splashes and spray when cleaning. • Any cloths and mop heads used will be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used. 	4	1	4	
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		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> Any items that are heavily contaminated with body fluids and cannot be cleaned by washing will be disposed of. If possible, the area will remain closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially. <p>Clinical waste.</p> <ul style="list-style-type: none"> Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> Will be put in a plastic rubbish bag and tied when full. The plastic bag will then be placed in a second bin bag and tied. It will be put in the nominated suitable and secure place and marked for storage until the individual's test results are known Waste will be stored safely and kept away from children. Waste is not stored in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, waste will be disposed of in the normal bins. If the individual tests positive, then waste will be stored for at least 72 hours in the emergency battery cupboard located outside of the hall after that it will be put in with the normal waste. If storage for at least 72 hours is not appropriate, the school will arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. 				

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed

Useful Websites

Health and Safety Responsibilities	https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
	https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm
	https://www.hse.gov.uk/services/education/faqs.htm#a1
Business Continuity Plan	https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings
Guidance for full opening – schools (published 2 nd July 2020)	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Current guidance on shielding	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
Current guidance on Clinically vulnerable	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
Other nonmedical vulnerable people	https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes
Providing extra mental health support	https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
	http://www.educationsupport.org.uk/
	https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380
Behaviour Expectations	https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools
Remote Education Support	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res
	https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources
	https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/

	https://edtech-demonstrator.lgfl.net/
	https://get-help-with-tech.education.gov.uk/about-bt-wifi
Coronavirus Symptoms	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus
Stay at home guidance	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
Arranging a Test	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
Testing and Tracing	https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
Contacting your Local Health Protection Team	https://www.gov.uk/guidance/contacts-phe-health-protection-teams
Guidance on staff wearing PPE	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Site Manager/Caretaker	https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm
	https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown
	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
Cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
Catering	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19
Safer Travel	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
Educational Visits	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings
	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Extra-curricular provision	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-

	during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
Physical Education and Sports	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation
	https://www.sportengland.org/how-we-can-help/coronavirus
	https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf
Science and Design Technology	http://www.cleapss.org.uk/
	https://www.ase.org.uk/resources/health-and-safety-resources
	https://www.data.org.uk/for-education/health-and-safety

Acknowledgement

The following members of staff have read this risk assessment.
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date