

HAMILTON ACADEMY HEALTH & SAFETY

JUNE / JULY COVID RE-OPENING Risk Assessment

Location / Site	HAMILTON INFANT ACADEMY
Activity / Procedure	PHASE 1 RE-OPENING FOR A MAXIMUM OF 30 CHILDREN All staff will receive a copy of this risk assessment, a staff handbook and receive training on this on the inset days 1.6.2020 & 2.6.2020.
Assessment date	22.06.2020 Risk assessment will be evaluated continually with Trustees, leaders and staff 12.06.20 review 1 – PHASE 2 EXTENDING PROVISION TO AN EXTRA 12 PUPILS IN AN EXTRA 2 BUBBLES (more vulnerable children) and the introduction of school meals to eligible children (UIFSM/FSM) 18.6.2020 review 2 – Phase 3 Extending provision for 1 more bubble and extending other bubbles to their room capacity. This will be 14 more pupils. Target audience – FSM children/parental requests for places. Classrooms now all occupied and all staff on site except 1 member of staff highly vulnerable.

Identify people at risk	YES or NO
Employees	YES – via survey monkey and explicit consultation sessions and access to risk assessment. All comments captured through document, highlighted yellow and in red font.
Children	YES – via bubble leaders – comments captured below in box.
Visitors	YES – risk assessment made available on website and any feedback considered
Contractors	YES – risk assessment made available on website and any feedback considered
School Context	The school has one narrow main pedestrian entrance leading to the main school and a small entrance leading to the Before and After School club, however these entrances are next to each other making it unsafe to use both at the same time. There is a large carpark gate onto a small staff carpark, which has two entrances into the school grounds off it. The main corridor is narrow and long, which the Reception, Year 1 and 2 classroom lead off from. The reception and year 1 children share toilets, which are situated at one end of the corridor. Year two toilets are separate, which are situated at the other end of the corridor.

HAMILTON ACADEMY HEALTH & SAFETY

Nursery has an entrance off the main path and has toilets within the room.

Nursery and reception have their own small outdoor area. Year 1 and 2 share the main playground. Year 2 has a small outdoor area, which cannot be used due to fixed play equipment. There is a forest school grassed area situated along the side of the school building and a further two small grassed areas located around the premises.

School will be open to pupils on Monday to Thursday's only. This decision has been based on a thorough risk assessment of available staff, meeting our statutory requirements for teachers and safety requirements and will ensure;

- The Government recommended 'bubble' approach is maintained to ensure pupil and staff safety
- As per Government advice, rotas are avoided
- All teachers receive 10% PPA as per statutory entitlement
- All NQTs will receive 20% PPA as per statutory entitlement
- All Teachers are able to plan online learning for pupils who remain at home
- All areas of the school can be deep cleaned over one day
- All staff will receive emotional well being checks weekly
- Full staff briefings to take place every Friday

Esprit Central Team - this to be reviewed

- 2 staff will continue to work from home
- EP will work from home when not undertaken Leadership duties for Northwood Broom Academy
- EP will undertake additional on site monitoring visits when necessary and by prior organisation

Review 1 - KEY QUESTIONS/ CHANGES TO PROVISION

1. **Are timings correct for pupil drop off/collection?** - Yes 5 minute timings work well – limits wasted time adding to learning time. **Office staff to ensure cones are out blocking the street at 8:35 / 2:30. Deliveries agreed to be outside of drop off / dismissal times or no entry**
2. **Review leadership** is this working currently with rota? – Yes otherwise compromising office working 2 metre distancing and also risk of leadership team all being infected at the same time leaving the school vulnerable.
3. **Review of staff bases considered where staff feel especially vulnerable in order to guarantee 2m social distancing. Staffroom needs to have a timetable for staff breaks to ensure social distancing and social gathering opportunities – no more than 4 staff at a time.**
4. **Shared playground spaces** Need to make clearer in the guidance that resources cannot be shared between bubbles and bubbles need to source outdoor equipment as part of their planning. If resources need to be shared then reiterate resources need quarantining for 72 hour as in risk assessment.

HAMILTON ACADEMY HEALTH & SAFETY

5. Do we need to order pedal bins for all spaces, offices etc? Office to continue to source pedal bins. – Have these arrived?
6. Is the phase 3 script correct? – Amend to include children need to be prepared for all weathers (sun hats and sun cream as well as rain coats and wellies) Parents also need to provide their child with snacks.
7. Is the provision of lunches working? Feedback from bubble staff and kitchen staff has been positive overall for the first few days – lunches are hot, delivered on time to the classrooms and the majority of children are enjoying them. Queries surrounding lack of choice as some children do not like some of what is being provided and younger children are struggling with cutlery skills. Risk assessment/staff handbook to be updated for staff to model cutlery skills with children. Parent handbook to be updated to ensure that children are bringing in healthy snacks
8. Cleaning clarification – queries from staff regarding the mopping of the pupil toilet floors after every use as this is causing congestion in the corridor and end of day cleaning. Staff handbook updated with Appendix 1 Touch point cleaning minimum requirements

HAMILTON ACADEMY HEALTH & SAFETY

9.

	Location in school	Pupils	Number of pupils	Staffing FIRST AID / PAEDIATRIC	Entrance / Exit	Time of entry	Time of exit
BUBBLE 1	Nursery classroom	EYFS	Max 7	Claire S / Jayne B	Enter through staff car park, Drop off at nursery main door, Exit main pedestrian entrance	9:00	2:50
BUBBLE 2	Nursery classroom	EYFS	Max 7	Emma W / Sophie D	Enter through staff car park, Drop off at nursery main door, Exit main pedestrian entrance	9:05	1:10 / 3:00
BUBBLE 3	Reception classroom	MIXED (Including BASC children)	Max 6	Roz G / Mandy G	Enter through staff car park, Drop off Reception main entrance, Exit main pedestrian entrance	8:55	2:55
BUBBLE 4	Year 1 classroom (Miss Bailey's room)	EYFS	Max 8	Melissa B / Donna W	Enter through staff car park, Drop off KS1 outdoor classroom, Exit main pedestrian entrance	9:05	3:05
BUBBLE 5	Year 1 classroom (Miss Salmon's room)	Rec / Year 1	Max 6	Liv S / Kay E	Enter through staff car park, Drop off KS1 outdoor classroom, Exit main pedestrian entrance	8:55	2:55
BUBBLE 6	Year 2 classroom (Miss Lewis' room)	Rec / Year 1	Max 8	Cathy L / Melissa K	Enter through staff car park, Drop off in KS1 outdoor classroom, Exit main pedestrian entrance	8:50	2:50
BUBBLE 7	Year 2 classroom (Miss Grocott' s room)	KS1	Max 8	Nina G / Michelle R	Enter through staff car park, Drop off in KS1 outdoor classroom, Exit main pedestrian entrance	9:00	3:00
BUBBLE 8 3 DAYS ONLY – MON, WED & THURS	Reception classroom NC	Rec/Year 1	Max 6	Natasha C / Laura P	Enter through staff car park, Drop off Reception main entrance, Exit main pedestrian entrance	8:50	3:05

HAMILTON ACADEMY HEALTH & SAFETY

BASC PROVISION – Children from bubble 3	BASC room	Key workers	Max number: 6	Alison W / Mandy G	BASC main gate	7:45-Opening	Closing-5:00
BACK UP PLAN	For staff absence: Bubbles to combine and open middle doors (max bubble size of 15). Bubbles to follow the usual times one member of staff to collect.						
Home working	Tanya R						
	MON	TUE	WED	THURS			
LEADERSHIP	Yvonne (Marianne am NEW INTAKE)	Claire & Emma (Inclusion office)	Claire	Marianne & Emma (Inclusion office)			
OFFICE	Donna Jan	Marianne Jan	Donna Jan	Marianne Donna			
SAFEGUARDING On site DSL	Rachel In School (CR office)	Rachel Home working	Rachel In School (Inclusion office)	Rachel In School (CR office)			
SITE	Conner W – Opening and Closing						
Touch point cleaning	Angelina C	Nicola W	Michaela D	Natalie W			

Risk	1. PARENTS AND SCHOOL STAFF SHARE COMMON UNDERSTANDING OF SAFETY MEASURES TO PREVENT direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS			
	<ol style="list-style-type: none"> PARENTS MUST FOLLOW SOCIAL DISTANCING AND LIMIT CHILDREN'S CONTACT WITH OTHERS OUT OF SCHOOL ONLY ONE parent must accompany their child to and from school. Parents / carers to socially distance whilst they wait on the pavement outside school – dots on the pavement and posters on the railings show where to stand (2 meters apart) A member of SLT will indicate when your child can enter through the gate A one way system will be followed for entry and exit for collection and drop off through the carpark gate and out of the small main entrance to allow for social distancing. Cones will be placed at the end of the road opposite school carpark gate and opposite the pedestrian entrance gate to prevent traffic entering the premises. Parents and children follow the arrows on the pavement which show the one-way system SLT will monitor this to ensure it is adhered to by parents and children. Drop off and collection times will be staggered for each bubble, so bubbles will not mix. 			

HAMILTON ACADEMY HEALTH & SAFETY

10. Bubbles will enter the school via differing routes – Route 1: Directly into the Nursery classroom. Route 2: Through the BASC room or Reception door. Route 3: Children meet in the outdoor classroom where a member of staff will take them into school. All routes adhere to the one way system in place
11. Pupils will be in a small bubble and stay in that bubble group for the whole day, not mixing with any other bubble
12. Each bubble will have 2 staff
13. Each child will have a designated peg.
14. Pegs not to be used will have a cross on.
15. Lunches to be eaten in classrooms.
16. All children eligible for a UFSM or a FSM will have a hot meal delivered to their bubble location from 15.06.20 in a disposable takeaway container. Non eligible children to purchase a meal or to bring a packed lunch from home which will be stored in the child's designated box underneath their peg. Each Thursday before the children leave all true FSM children are to be given a packed lunch for Friday. These will be clearly labelled with the children's names and stored in an on-site fridge for collection by bubble assistants/office staff before pupils are dismissed on Thursday (attention needed to remember to include those eligible Nursery children who leave at 1:10pm).
17. Pupils will need to bring a snack to school for break time as the KS1 free fruit has ceased. To be added to the phase 3 script when making telephone calls to parents and highlighted in the parent handbook.
18. Pupils to wear clothes which they can be active in and trainers
19. Clothes to be clean on every day. We will challenge any parents where this is not the case and children will not be admitted into school. If a child does enter school in the same clothes as the previous day, parents will be contacted and asked to come and take children home to wash and change.
20. Children must bring outdoor clothing suitable for all weathers (wellies, raincoat, sun cream, sun hat etc...) To be added to the phase 3 script when making the telephone calls and highlighted in the parent hand book.
21. Times will be allocated; they will be 8:50 – 2:50, 8:55-2:55, 9:00-2:50/3:00, 9:05 – 1.10/3:00/3:05. Times vary depending on bubble.
22. If children arrive late for their allocated session, they will not be admitted.
23. All BASC bookings to be completed via Parent Pay before the specified deadline.
24. BASC limited to Critical Key workers, if this can be accommodated, there will be a charge - £3 morning session, £6 afternoon session
25. All visits to the toilets supervised by an adult
26. Regular handwashing modelled and observed by staff
27. Enhanced cleaning of resources and environment, deep clean on a Thursday
28. Parents and carers to communicate via email or phone calls, the academy office is not open
29. If a child becomes ill at school, they must be collected immediately and school will agree next steps
30. Temperatures will be taken if any suspected symptoms of being unwell (not just coronavirus)
31. If a child receives medication e.g. inhaler or prescribed by the doctor. Staff will inform parents verbally (or electronically) and add to CPOMS and they will not ask parents for a signature
32. Each class has their own accident book for recording first aid incidents
33. Staff access full training on Risk assessment 1st and 2nd June and as RA is reviewed weekly staff and parent handbooks updated and shared.

Review 1

Staff to be more vigilant in ensuring that if a child is upset during drop off that they do not allow parents to enter the premises. They MUST take their child home if not separating at the door.

Majority of parents adhered to the measures communicated to them very well and were on time.

Child voice

How do you stay safe?

“Social distancing and clean equipment”

“ Go outside”

“Wash your hand a lot”

Do you feel safe in school

All – Yes

“I’d rather be at home as that’s safe”

Parental comments on Facebook

Thank you for making it still fun and happy safe place.

Thank you for all your hard work. Worried about child’s well-being coming back to school but she has come out with a big smile

Thank you for hard work

Thank you for keeping our children safe

Thank you for keeping her child safe and happy

Thank you. You have exceeded with your professionalism. Thank you for dedication to the safety of the children.

Review 2

Parents to ensure they provide a snack for their child. Text sent to parents. Needs highlighting in the parent handbook and adding to the telephone script.

Children need to come prepared for all weathers – sun hat, sun cream, wellies and raincoat. Text sent to parents. Needs highlighting in the parent handbook and adding to the telephone script.

Texts to be scheduled each week as a reminder for appropriate clothing and snacks?

Child voice

‘At school we stay safe by staying 2 meters apart and we stay out of every one else's bubble.’

‘I like being back at school. We have to wash our hands to stop germs spreading.’

‘I like coming back to school.’

Parent Voice

‘I am happy. There is more space for the boys to play at school.’

‘I was anxious at first but she is really happy in her bubble.’

Remaining level of risk	HIGH Leadership team and Trustees recognise that this is dependent on Parents/children	MEDIUM	LOW	NEGLIGIBLE
--------------------------------	---	---------------	------------	-------------------

Risk	2. LACK OF CLEAR ORGANISATION CAUSES INCREASED TRANSMISSION
-------------	--

HAMILTON ACADEMY HEALTH & SAFETY

Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS			
<ol style="list-style-type: none"> 1. TIMETABLE & ARRANGEMENTS CAREFULLY PLANNED FOR AVAILABLE STAFF AND 30- 56 CHILDREN 2. Children will be split into groups (bubbles) and will be allocated a specific entrance/exit, classroom and members of staff. 3. Children will be offered places Monday to Thursday. Groups will be allocated staggered times for drop off and collection between 8:50am - 3:05pm to ensure safe social distancing (see timetable below). 4. Before and After school provision (BASC) can be pre-booked at a cost for 'critical' key worker children ONLY from the hours of 7:45am until 5pm. These will be offered on a first come first served basis as numbers are capped at 6. 5. Strict social distancing protocols will be in place. Parents must follow the clearly marked entrances and adhere to the identified markers on the pavements and railings. 6. Intense cleaning routines will be in place and staff on duty will ensure that equipment is cleaned regularly. 7. Children will use designated toilets. Staff will be vigilant at all times and will supervise children in the toilets to ensure social distancing and hygiene expectations are adhered too. 8. 'Catch it, bin it, kill it' will be taught, modelled and encouraged. The bins will be emptied regularly throughout the day. 9. Children will not mix with other staff or children outside of their allocated bubble. 10. If a child falls ill, they will be placed in isolation (and supervised from a safe distance). As a result of a child displaying symptoms their household should self-isolate for 14 days and the child for 7 days. 11. Bins and rubbish to be double bagged if there is a suspected or confirmed case of COVID-19. These will be kept in coned off area behind container on KS1 playground for 72 hours before being disposed of. 12. Children will access outdoor provision as much as possible. 13. Staff will lead lines of children along the corridor. 14. Learning activities will consist of wellbeing, access to the set online and home learning tasks, maths, reading, writing, exercise, PSHE including hygiene, story time, singing, outdoor games and creative tasks. It will be carefully planned by staff to ensure it meets the needs of the children. 15. Children will not share resources. They will have access to their own 'bag of tricks' which will aid them in the classroom. 16. 'Bag of Tricks' can include wipeable play based objects e.g. Lego, Dinosaurs, Cars, etc 17. Large whiteboards can be used but must be touch point cleaned. 18. Children can have their own RWI books/library books in their trays. These can then be placed into a quarantine box, Thursday end of day and then put away correctly on a Monday morning (72 hours). 19. A designated first aider will be available at all times. Each bubble will have access to their own first aid provision and treatment will be given within the classroom location. Parents/carers will be informed of any first aid following usual school procedures. PPE to be worn if necessary. 20. Ice packs available in medical room fridge – one allocated per bubble. Staff to complete touch point cleaning following use of medical room and turn the sign. 21. A designated safeguarding officer will be available at all times. 22. If a child or staff member within the group is tested positive to Covid-19, the whole group (including the members of staff) will be asked to follow the government guidance and be sent home to isolate for 14 days. The household does not need to isolate however if symptoms arise then government guidance on self-isolation should be followed. 23. If a child becomes unwell we will self-isolate the pupil and call parents to collect, and calls to 119 for testing to take place. If a child has a non-COVID19 illness e.g. toothache parents to be called to collect and not return to school unless well, no testing required. Child to return to school when well. 				

HAMILTON ACADEMY HEALTH & SAFETY

24. Lunch & snacks & playtimes. In class or outdoors in own bubble room (ice packs required by parents)
25. Children must bring a water bottle to school each day. This must be a sports bottle with a spout or straw, which has a removable lid for filling.
26. When the forecast is for good weather, sun cream must be applied prior to entering school. They should also bring a sunhat and sun cream.
27. If child has an inhaler, they should keep this with them in their bag at all times.
28. No hand cream to be used unless this has been prescribed by a doctor
29. Staff to familiarise themselves with children’s vulnerabilities using ‘pupil alerts’ and speak to current class teachers where needed in relation to children’s needs
30. Should a member of staff become ill, back up staff to be used.

Review 1

Gov guidance - implementing-protective-measures-in-education-and-childcare-settings

If covid 19 symptoms:

Arrange a test - ‘They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access.’

‘Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.’

‘Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.’

Senior leader (SAO, DP or AP) to ring parents in the bubble to inform self-isolation needed. Bubble groups details are set up on T2P. Deep clean classroom arranged including resources.

‘As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.’

Review 2

Staff to be confident to know the correct route to access the forest school area. (Through the secret garden gate, along the bottom or top of the bank) Staff to ensure children are suitably dressed to access the provision including wellies. Remove any dirty clothes before entering the school at the classroom door.

Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
--------------------------------	-------------	---------------	------------	-------------------

HAMILTON ACADEMY HEALTH & SAFETY

<u>Risk</u>	3. Lack of social distancing in the classroom resulting in direct transmission of the virus			
<u>Existing level of risk</u>	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<p>YOUNG CHILDREN WILL NEED CONSTANT SUPPORT TO ADHERE TO SOCIAL DISTANCING These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. Reduce the number of children in the classroom to enable social distancing (no more than 15) school estimate 6 children in the first phase 2. Remove excess furniture and resources to increase space if space to do so – to HALL/ LIBRARY/ RECEPTION BACK ROOM / MIDDLE OF NURSERY 3. Social distancing charter created for and with the children – including how many children playing with resources 4. Routines clearly detailed, instructions how to line up, physical contact use of toilet, moving around spaces 5. Water bottle re fill to be built into routine of day and refilled by one member of staff to reduce cross contamination 6. Divide nursery toilets in half using a divider. 1 bubble to access 1 side of the divider and the other group access the other side so no groups share toilets or mix. 7. Toilets to be touch point cleaned after each use (flush handles, taps, soap dispenser, toilet door handle) using red bucket. Cloths to be disposed of daily; 8. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 9. Resources and activities planned to reduce shared contact and individual learning 10. Use of outdoor space –rota for outdoors 11. Staff allowed to stay at adult height – no requirement for getting to child level for interactions 12. Interactions carried out where possible from a distance 13. Children to use same desk if returning next day 14. Children stay in their bubble in classroom and in designated outdoor space for majority of the day and not mix with other groups 15. Children keep to their desks when in the room – YN to designated spaces 16. Children isolated if cannot adhere to charter and spoken to re the need for social distancing – PARENTS SPOKEN TO AND PLACE REVIEWED IF IT PERSISTS 17. Lessons planned for individual work (not pairings or group work) 18. Early Years to have ‘OWN’ equipment 19. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction 20. Mark out an area for the teacher – 2m distancing at front of room as appropriate 21. Teacher and TSA are assigned to these children and stay with these children throughout the day (<i>and on subsequent days</i>) 22. Bags, coats and lunchboxes kept on a designated peg and box under peg. Pegs not in use with have red cross signage on them. 23. Visits to the school should be by appointment only. All visitors to have temperature taken on arrival and complete health questionnaire. If admitted, social distancing to be adhered to. Usual visitor protocol to be adhered to and visitor to be collected from the entrance area to restrict contact 24. Site access is restricted and all gates locked during the school day 			
<p>Review 1 Increasing play based resources and Reading books into children’s ‘bag of tricks’ – play based resources to be cleaned and reading books to be wiped and stored in a quarantine box on Thurs, to put away Mon.</p>				

HAMILTON ACADEMY HEALTH & SAFETY

Bubble 3 reviewed outdoor space – Only 3 children can be outside the classroom with one adult at any one time. Use larger outdoor space (outside main school office) for whole group time.			
Review 2			
Reminder given to staff to supervise children at all times due to the increase in bubbles/children/staff			
Reminder given to staff to socially distance and not to congregate in the corridors			
Remaining level of risk	HIGH Leaders and Trustees believe this is dependent on staff and children following steps.	MEDIUM	LOW
			NEGLIGIBLE

Risk	4. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus		
Existing level of risk	HIGH	MEDIUM	LOW
Control measures	WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS. These control measures are to encourage space between children where possible.		
	<ol style="list-style-type: none"> 1. Toilet routines ensure children are escorted to toilet and supervised – in the nursery middle sinks closed for handwashing. Divide to be added to the Nursery toilets to create toilets for 2 bubbles 2. Extra soap ordered to ensure we do not run out 3. One boy and one girl allowed to go to toilet at a time if necessary 4. Allocated toilets for different groups of children Bubble 6 & 7 to use Y2 boys and girls toilets. Bubbles 3,4,& 5 to use Reception/Year 1 toilets boys and girls and Bubbles 1 & 2 to use Nursery classroom toilets. 5. Soap dispensers topped up throughout day and hand washing supervised. Soap dispensers and taps cleaned after each group has used it. Member of staff to turn on the twist taps and hand towel dispensers. 6. Extra Signs in toilet re washing hands 7. Wedges for the toilet external toilet doors and classroom doors if not fire doors. 8. Cleaning of staff toilets after each use. 9. Toilet use to be timetabled throughout the day 		
Review 1	Staff to ensure supervision and increase amount of times whole bubble go to the toilet, reduce the intermittent toilet use		
Review 2	Clarification given re: touchpoint cleaning through Appendix 1 on the Phase 3 staff handbook		
Remaining level of risk	HIGH	MEDIUM	LOW
			NEGLIGIBLE

HAMILTON ACADEMY HEALTH & SAFETY

Risk	5 . Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS These control measures are to encourage space between children where possible			
<ol style="list-style-type: none"> 1. Staggered playtimes and/or allocated play area in the first instance – Nursery, Reception in their own outside areas and alternate forest school area, Year 1 and Year 2 to alternate using the grass outside office, secret garden and the playground daily. Timetable created in new staff handbook. 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Games discussed which encourage social distancing – football passing, hoola hooping 4. Staff supervision throughout – actively encouraging and insisting on social distancing 5. Routes to access the outdoors to be mapped for each group/bubble 6. Any equipment used to be ‘owned’ by each bubble to avoid any cross-contamination 7. See previous measures for cleaning equipment 8. Bubble staff have an allocated seat in the staffroom – a maximum of 4 staff at a time. The library will be used for overflow (max 2 staff at a time). 9. As more children join school less pegs available so will need to stagger children when collecting items form pegs. E.g. 3 at a time ensuring those next to each other don't go together 				
Review 1				
<ul style="list-style-type: none"> • Not enough outdoor spaces to allocate to each bubble. Timetable, which includes a rota will need to be created and adhered to by all staff. • Staff lunch breaks to be timetabled and areas assigned to them, as more staff will be on site meaning social distancing harder. 				
Review 2				
Timetables for pupil lunches/staff breaks/use of outdoor areas updated in staff handbook				
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Risk	6. Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS These control measures are to encourage space between children where possible.			
<ol style="list-style-type: none"> 1. Children eat in their classrooms or outdoors 2 metres apart 				

HAMILTON ACADEMY HEALTH & SAFETY

2. Children sit at a table to eat their lunch – 2 metres apart if possible / Meals brought to their classroom by kitchen staff
3. Handwashing to take place before eating.
4. Children’s packed lunches to be stored in their own coat peg box. (nursery non-FSM children only)
5. Kitchen staff to adhere to social distancing and hygiene expectations and leave lunches outside each bubble classroom. Bubble assistants to take into classrooms and pass to children
6. Staff to be familiar with ‘pupil alerts’ re: any allergies
7. Catering staff to be mindful of social distancing when delivering food to classrooms
8. City catering to share risk assessment to Site Manager / SAFO, ensure each review and updated RA is shared promptly. Academy RA to be shared with City Catering and kitchen staff (**kitchen staff to receive text message directing to RA on website**)
9. Kitchen staff to be made aware of pupil dietary requirements and food to be labelled for children with dietary requirements, so that these can be handed out first.
10. Lunch to be eaten from disposable containers **with disposable cutlery** which will be thrown away after use.
11. Waste to be disposed of by cleaning staff

Review 1

Children not bringing in cutlery – text sent and no further issues. Added to new parent handbook.

Review 2

Weather permitting – monitor picnic provision

Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
--------------------------------	-------------	---------------	------------	-------------------

Risk	7. Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS. These control measures are to encourage space between children where possible.			

1. Children staying in their classroom and accessing outside by walking down the corridor 2m apart. Markings needed on the floors.
2. One way system down the main corridor. A line down the middle of corridor with arrow signage on wall showing direction to walk. This is to be modelled to groups.
3. Messages to and from the office via classroom. Touch point cleaning after use.
4. Staff use empty classrooms and alcoves to maximise the distance between each other
5. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained and ensuring children are not touching hand rails – regular practise of this in the first few days
6. One bubble to move down the corridor at a time. Time slots to be given for moving to playtime and toilets.
7. Fire evacuation to be practiced in the first week and reviewed in light of any risks identified. Fire practise to also be completed when a new child starts a bubble or if any child/adult moves bubbles. SLT to be informed of practice via a calendar invite.

HAMILTON ACADEMY HEALTH & SAFETY

8. As more children join school less pegs available so will need to stagger children when collecting items from pegs. E.g. 3 at a time ensuring those next to each other don't go together.

Review 1
With the amount of children/bubbles in school this has worked well. Extra vigilant when increasing bubbles.

Review 2
Due to increased staff/pupil numbers reminders given of social distancing rules/supervision of pupils at all times including toileting/refilling water bottles

Remaining level of risk	HIGH Leaders and Trustees believe this is dependent on staff and children following steps.	MEDIUM	LOW	NEGLIGIBLE
--------------------------------	---	---------------	------------	-------------------

Risk	8. Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT UNDERSTAND SAFETY MEASURES SO WILL RELY ON PARENTS/ CARERS TO SUPPORT AND RE INFORCE THIS			

1. Resources washed in detergent each night and left to dry if not same person using them the next day
2. Tables, door handles and other surfaces cleaned with detergent every night
3. Resources on tables ready for lesson and children have restricted choice of resources
4. Children encouraged to wash hands before lessons and after each lesson
5. Outdoor resources restricted each day and outdoor area separated between 2 classes (physical barrier so no mixing)
6. List of indoor and outdoor equipment to be used to be given to site manager each week so resources can be cleaned everyday using detergent
7. Soft toys and furnishes including bean bags and fabrics dangling on displays removed from the classroom before opening
8. Books available split into separate sets one for each different group of children and rotated each week giving time for de-contamination – not taken home or brought in.
9. Children to have their own reading books in their trays. Once complete books to be placed into a quarantine box for 72hrs before putting them away.
10. Outdoor playground equipment allocated to the group of children and cleaned each day at the end of the day
11. **ALL resources may be rotated between bubbles but be must left to de-contaminate for 72 hrs after cleaning to reduce the risk of indirect transmission.**
12. Children wipe down own resources and tables at end of each day. Staff handing out wipes each day.
13. Children should only bring in the resources that they need and will fit in their tray, Lunch, cap, sun cream.
14. Deep clean of all areas on a Friday

Review 1
Staff have been vigilant with this, It has worked well.

Review 2
Clarification of outdoor resources not mixing between bubbles

Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
--------------------------------	-------------	---------------	------------	-------------------

HAMILTON ACADEMY HEALTH & SAFETY

Risk	9. Emotional distress of the children			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	We are aware children are likely to return to school affected in some way by the trauma of the recent crisis			
	<ol style="list-style-type: none"> 1. Meet and greet smile and hello by every member of staff on the gate, their classroom door they enter and recognition boards used in classes 2. Children to have class teacher and TSA (if possible under vulnerable staff guidance) in the first instance 3. Small numbers of children to support their emotional need 4. Reduced time in school to ensure transition is successful from home to school 5. Emotional health curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load 6. Comfort given from a distance – at adult height. If a child is crying support and persuasion attempted and parent given a second opportunity to join the back of the line and attempt transfer again. If this is not successful child must be taken home by parent. 7. Focus on PSHE curriculum, use of resources to support emotional well-being 8. Link with external agencies where applicable 9. Communicate with parents via phone calls where appropriate 10. Removal of places in school to be considered for children who's emotional wellbeing is being impacted upon negatively and where this may risk other's well-being 11. If a child remains upset and cannot be comforted, adhering to social distancing, parents to be called to collect their child 			
Review 1	One child who is displaying behavioural issues/refusals.			
Review 2	Bubble staff to complete regular circle times with their bubbles including planning a worry monster session			
Remaining level of risk	HIGH under circumstances no comprehensive set of mitigating actions will reduce this.	MEDIUM	LOW	NEGLIGIBLE

Risk	10. Increased risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	We are aware some children may have vulnerabilities which prevent them from conforming to the new safety measures			
	<ol style="list-style-type: none"> 1. Seek expert guidance re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 2. Conduct a vulnerable child risk assessment. 3. Masks purchased if needed – N95 grade and instructions form PHE re cleaning – so issued to individuals 4. Extra disposable aprons ordered 5. Extra gloves ordered 6. Some visors also ordered if needed 7. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 			

HAMILTON ACADEMY HEALTH & SAFETY

8. PPE offered to staff for those working close with children
9. Each bubble to have their own set of PPE equipment
10. Weekly stock check of PPE equipment to be undertaken and re-ordered where needed
11. Staff to wear PPE gloves when supporting children into school and remove gloves if contact with a child is made
12. Staff to encourage independence and instruct from adult height keeping a distance e.g. helping with zips, etc. Support using PPE as a last resort. Should their become a persistent issues e.g. tying shoe laces, parents to be asked to send their child into school wearing alternative clothing/shoes

Please note the Government guidance states “Wearing face coverings or face masks is not recommended”

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed. If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this. Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Review 1

Amendments noted above

If any staff member starts to show signs of Coronavirus, High Temperature, a new or continuous cough, change in taste or ability to smell they will need to:

1. Inform SLT on site immediately
2. Access a Covid 19 Test
3. Self-Isolate and follow NHS advice regarding household isolation until results are known.
4. The SLT member of staff will decide on the following depending of staff availability
 - a. Is there a staff member who can cover the bubble?
 - b. If Yes – allocate that staff member to the bubble (Teachers can only be replaced with Senior TSA or other teacher.
 - c. If No – Is the bubble a KEY WORKER bubble?
 - d. If Yes – seek support from MAT or LA for alternative available staff / arrange supply staff cover (MUST not have worked at any other school setting for 14 days)
 - e. If No – Close bubble until staff available (Up to 7 days).

The SLT member must also follow the Local outbreak control plan

[..\..\SOT Outbreak overview and process for educational settings \(shorter version\).pptx](#)

Informing Stoke on Trent Council's Covid Response team on 01782 231222 or via email address Tracecovid19@stoke.gov.uk

Add – staff training on PPE and handwashing

Review 2

HAMILTON ACADEMY HEALTH & SAFETY

Staff followed the process well				
Introduction of Appendix 1 on the staff handbook regarding minimum requirements for touch point cleaning				
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

HAMILTON ACADEMY HEALTH & SAFETY

Risk	11. Well being of the staff – including anxiety			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	We are aware staff are likely to return to school affected in some way by the trauma of the recent crisis			
	<ol style="list-style-type: none"> 1. Staff to contribute to risk assessment process – input into hazard identification and control measures 2. Online coaching and support from SLT 3. Staff meeting – virtually – to discuss concerns and shared control measures. Weekly whole school meeting on Friday on Teams to review week and keep communication channels open 4. Sharing of support helplines 5. At least one SLT member of staff on site everyday for staff to share concerns with 6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 7. Separate risk assessment for the office area 8. Designated “staff areas” to gain fresh air for different groups of staff – maybe rota for same area if needed 9. Planned time for planning and preparation within the week offsite 1 day per week on a Friday 10. Preparation time to open 11. PPE masks / face coverings / visors offered to staff working with children needing personal care 12. PPA time on a Friday to allow staff to plan for home learning and school provision. 13. Subject responsibilities removed re key worker provision – On a Friday 14. Staff use wipes, hand washing and social distancing when using designated lunch areas clean kettle, dishwasher, microwave and fridge handles and every item touched after use, SLT to monitor this regularly. 15. Staff to keep lunchboxes in own working area or bubble in their own tray (model to children) 16. Staff only to bring in what will fit in their tray. 17. Staff directed to resources to support this (Health Shield and website) 18. Fortnightly surveys to be completed on staff well being 19. Tea towels to be disposed of and staff to use paper towels, to be briefed 20. All staff to ensure they read and understand the staff handbook and parent handbook, following any updates 			
Review 1	Staff meeting in order to raise any issues/anxieties on a Friday.			
Review 2	Staff feedback regularly and worries and questions discussed Risk assessment reviewed and updated Leaders communicate via different platforms in a timely matter			
Remaining level of risk	HIGH this may change once staff have returned	MEDIUM	LOW	NEGLIGIBLE

HAMILTON ACADEMY HEALTH & SAFETY

Risk	12. Risk of spreading virus due to poor daily cleaning routines			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
	<ol style="list-style-type: none"> 1. Hand gel dispenser in main reception area 2. Hand gel order in large quantities 3. If anyone signs in manually need to wipe the screen after use 4. Handwashing PHSE lessons, songs and rhymes 5. Extra soap dispensers and re-fills in each classroom 6. Extra hand washing bowls in each classroom 7. Children handwash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 8. Washing hands posters replaced in all washing areas 9. Reminders how to wash hands properly – videos and posters 10. Procedure agreed for children to wash hands so thorough hand washing 11. Each bubble to have own cleaning resources (blue bucket) for touch point cleaning. Cloth to be disposed of daily. 12. All surfaces, handles, toilets and shared equipment will be cleaned each day using detergent 13. PPE will be worn by all cleaning staff 14. Resources may be rotated between bubbles but be must left to de-contaminate for 72 hrs after cleaning to reduce the risk of indirect transmission. 15. Soft furnishings and soft / cloth toys will be removed from use in classrooms 16. Deep cleaning of academy as not been open to keyworkers since beginning of lockdown. 17. Cleaners to return to work before the school re-opens 18. Resources on each day list given to site manager to ensure these resources are cleaned at the end of the day 19. Reduction of classrooms used – One reception classroom remains unused 20. Signage on classroom doors not used. 21. Every office space to have own supply of PPE, soap, tissues and PPE equipment 22. Where offices are shared staff to have designated spaces and chairs and clean own space when departing 23. Lunchtime staff are going to be used on a rota basis for additional touch point cleaning of communal areas 24. COSHH risk assessment available to hand sanitiser, Milton and bactericidal disinfectant spray in the corona virus file in dropbox, under Risk Assessments. 			
Review 1	Staff to ensure they use the hand sanitiser in the entrance area when entering the school premises to sign in. Remind in Meeting on Fridays.			
Review 2				

HAMILTON ACADEMY HEALTH & SAFETY

Limited outdoor resources therefore if needed to be shared between bubbles resources must be quarantined for 72 hours before another bubble use them. Would be ideal if resources rotated weekly as can be quarantined between the Thursday pm to the Monday am.

Introduction of Appendix 1 touch point cleaning on the staff handbook to clarify minimum requirements

Remaining level of risk	HIGH Outside cleaning company	MEDIUM	LOW	NEGLIGIBLE
--------------------------------	--------------------------------------	---------------	------------	-------------------

Risk	13. Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
-------------	---	--	--	--

Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
-------------------------------	-------------	---------------	------------	-------------------

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
-------------------------	---	--	--	--

1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home
2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.
3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.
4. Staff only to use PPE if undertaking touch point cleaning, dealing with intimate care and/or a child is unwell.
5. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute
6. Separate risk assessment for staff who are clinically vulnerable
7. HR advice to be sought where needed and all policies to be applied as necessary
8. If you have, or are showing symptoms of, coronavirus (a new continuous cough, or fever, or a loss of, or change in, your normal sense of taste or smell -anosmia), or have someone in your household who is, you should not be in a childcare setting, school

Review 1
No amendments needed

Review 2
Updated PHE guidance to be shared with staff during weekly meeting

Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
--------------------------------	-------------	---------------	------------	-------------------

Risk	14. Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus			
-------------	--	--	--	--

Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
-------------------------------	-------------	---------------	------------	-------------------

HAMILTON ACADEMY HEALTH & SAFETY

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
<ol style="list-style-type: none"> 1. Children who are clinically extremely vulnerable – those being shielded should not attend school 2. Children living with someone who is clinically extremely vulnerable should not attend school 3. Children who are clinically vulnerable parents should seek medical advice concerning the children returning to school 4. Children living with someone who is clinically vulnerable can attend school – parents will be given the choice 5. If one sibling needs to isolate, ensure that all siblings within the MAT and beyond where practical are also isolating for 14 days 6. If a child becomes ill they must be sent home immediately, all children who are sent home must then either have a coronavirus test or remain off for seven days 7. If a child receives a positive result the entire bubble must then be sent home for fourteen days self-isolation 8. A daily text home and weekly survey reminders about self-isolation will be completed 				
Review 1				
No amendments needed.				
Review 2				
No amendments needed				
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	15. Risk of transmission in and around office area			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls			
<ol style="list-style-type: none"> 1. Unlocking and closing of internal gates – SLT on gate duty. 2. Staff to arrive through the main office between 8.15 – 8.30am (BASC staff to arrive between 7.30 and 7.45) 3. Postman/deliveries arrangements as usual, access through the intercom pedestrian gate. 4. Only use the allocated staff toilet (next to medical room office) 5. Regular handwashing by staff, on arrival, before eating, after lunch, before leaving. 6. Access to academy reception will be via arranged appointment only. 7. 2 persons maximum in the office at any one time ensuring 2m social distancing. 8. Parents and carers are asked to communicate via email or phone calls, the academy office is open by appointment only 9. Telephone to be answered when office in use 10. Windows to be opened for good ventilation and blinds to remain pulled back when the office is in use. 11. Staff visiting the office must remain at the internal office door which will be wedged open and wait to be assisted. 12. Anti-bacterial wipes and gel to be placed upon reception and used each time after accessing inventory system (if fob is not used) and before entering school. Wipes to be used to wipe InVentry screen and door handle after accessing main corridor. Wipes to be used when pressing exit button. 13. Dismissal – pupils will only be dismissed daily to an adult and who confirm known password. 				

HAMILTON ACADEMY HEALTH & SAFETY

14. Late pupils to be returned to bubble. Inclusion to phone home to ask if parents on their way. Re-dismissal will be after the final bubble has been dismissed.
15. Late arrivals will be refused entry at the gate.
16. Limited access to photocopiers where possible and wiped with antibacterial after every use. Where possible any printing required by the bubble, please email the office directly and office staff will respond to say it is ready to collect from the copier.
17. Pupils will not be granted access back into academy grounds if something is left behind at the end of the school day.
18. Staff lunches to be eaten within office environment or outside. Staff must not go off site.
19. Pupils who are ill are to be collected from the designated exits and to remain in the Isolation Room identified prior to collection.
20. Staff illness, staff are asked to follow the usual Supporting Attendance Policy
21. Fire alarm to leave the premises via closest escape route following normal procedures. Excel registers to be sent to office. Office to submit to DFE and print paper registers for fire drill.

REVIEW 1

Amendments above

Review 2

Office/kitchen staff to arrange deliveries outside of the drop off/dismissal times

Office staff to ensure the cones are blocking the streets at 8:35am/2:30pm every day

Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
-------------------------	------	--------	-----	------------

Name of Manager	Signature of Manager	Date
Yvonne Glaister	<i>Y. Glaister</i>	22-05-20
Yvonne Glaister	<i>Y. Glaister</i>	12.6.20
Yvonne Glaister	<i>Y. Glaister</i>	18.6.20

Trust Board comments via Trust Board meeting	22/05/20
<p>The concept of safety in the current circumstances is beyond the control of Teachers, Schools, Leaders and the Trust or Trustees. As we discussed there are a wide range of behavioural and other factors beyond the control of the school that come into play. Yes we can inform and even influence behaviour outside of school but we cannot control it or assure it. Social distancing is a difficult enough concept for adults to grasp; it must be wholly alien for young children.</p>	

HAMILTON ACADEMY HEALTH & SAFETY

'The School is able to operate effectively with the proposed number of children for a limited period of time. The School has adopted and followed all of the specific schools related and general guidance issued by the Government and the DfE. All reasonable measures and mitigating actions have been put in place to ensure the safety of children, staff and visitors during this period. This will remain under continuous review with staff, leadership and trustees.' [If during this period of operation there is an adverse change in the risks either at a local or national level then the Trust will place the safety of children and staff foremost in considering whether to close the School.]

Next review date 12.6.2020

11.06.20 REVIEW COMMENTS

SCHOOL

The school is requesting that Trustees approve school creating 2 more bubbles extending offer to 12 more pupils and offer lunches cooked on site We are aware risk has been left as medium or high, this is because despite all mitigating actions being put into place, coronavirus remains a new and little understood virus. At our next review if we continue to have no cases we will reduce risk levels

TRUSTEES

We have reviewed risk assessment and very confident that the school has all matters in hand so that pupils, parents, carers and staff are safe. This is reviewed on an ongoing basis. We would like to see risk level reduced in future reviews but understand that coronavirus remains a little understood virus.

Next review date 02.07.2020

Chair of Trustees	Signature of Chair	Date
Jane Gaffney	<i>E. Jane Gaffney</i>	22-05-20
Risk Assessment Reviews		
Chair of Trustees	Signature of Chair	Date
Jane Gaffney	<i>E. Jane Gaffney</i>	11-06-20
Jane Gaffney	<i>E. Jane Gaffney</i>	18-06-20

HAMILTON ACADEMY HEALTH & SAFETY

--	--	--