



## Working Document - Risk Assessment

<b>Activity: Transmission of COVID-19 during reopening of site.</b>		<b>Date Risk Assessment carried out: 28/05/2020</b>	<b>Review Date: 10/09/2020</b>
<b>Location:</b>	Whole site		
<b>Date Risk Assessment carried out:</b>	28/05/2020	<b>Undertaken by:</b>	Sarah Hewitt
<b>Review Date:</b>	02/06/2020	<b>Undertaken by:</b>	Sarah Hewitt
<b>Review Date:</b>	03/06/2020	<b>Undertaken by:</b>	Alison Beasley
<b>Review Date:</b>	04/06/2020	<b>Undertaken by:</b>	H&S Task & Finish Group
<b>Review Date:</b>		<b>Undertaken by:</b>	

REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Travelling to and from school	Y	Students unable to maintain social distancing measures and mixing of students on home to school transport / public transport.
02	Dropping off and collection of students	Y	<b>a)</b> Mixing of parents and carers / students and non-adherence of social distancing measures during the drop off and collection times <b>b)</b> Increased congestion in the car park <b>c)</b> Increased use of bikes/pedestrians on site
03	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
04	Use of classroom space	Y	Unable to maintain social distancing measures in the classroom
05	Movement around the building	Y	Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building
06	Use of shared equipment and resources	Y	Higher risk of contamination if students and staff use shared equipment and resources
07	Use of shared adult spaces	Y	Higher risk of contamination if staff use shared spaces
08	Mixing of staff in offices and meeting rooms.	Y	Higher risk of contamination if staff use shared spaces and maintaining social distancing
09	Break / lunch times	Y	Mixing of students during break and lunch times and maintenance of social distancing measures
10	Provision of school meals	Y	Mixing of staff and students whilst providing school meals
11	Catering Provision	Y	Transmission of Coronavirus from catering provision by inhalation of contaminated droplets/contaminated surfaces.

<b>12</b>	Use of outdoor spaces and equipment	Y	Contamination from use of outdoor play
<b>13</b>	Access to toilets and hand washing facilities	Y	Mixing of students/staff during visits to toilets and hand washing facilities.
<b>14</b>	Physical education lessons and contact sports	Y	Unable to maintain social distancing measures during contact sport and physical education lessons.
<b>15</b>	Physical and practical activities for keyworker childcare	Y	Unable to maintain social distancing measures during contact sport and physical activity sessions.
<b>16</b>	Supporting clinically vulnerable students and staff	Y	Students and staff are at higher risk of severe illness if they do not maintain social distancing/follow medical advice
<b>17</b>	Managing symptomatic students and staff	Y	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance
<b>18</b>	Administration of First Aid	Y	Transmission of Coronavirus whilst administering first aid by inhalation of contaminated droplets.
<b>19</b>	Managing visitors and temporary staff	Y	Visitors do not adhere to social distancing measures put in place.
<b>20</b>	Contractors working on site	Y	Visitors do not adhere to social distancing measures put in place.
<b>21</b>	Delivery of inbound goods	Y	Delivery of inbound goods – ineffective infection control and increased risk of infection
<b>22</b>	General Cleaning	Y	Cleaning – ineffective infection control and increased risk of infection
<b>23</b>	Cleaning following confirmed case of COVID-19	Y	Cleaning – ineffective infection control and increased risk of infection
<b>24</b>	Fire Evacuation	Y	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings.
<b>25</b>	Staff Wellbeing	Y	Staff are unsettled by COVID situation
<b>26</b>	Student Wellbeing	Y	Students are unsettled by COVID situation
<b>27</b>	Communication and training	Y	Staff and students not fully aware of the control measures.

Ref.	Hazard	Risk H/M/L	Persons at risk:	Actions we have taken	Revised risk H/M/L
<b>1. Travelling to and from school</b>	Students unable to maintain social distancing measures on home to school/public transport	H	Students	<ul style="list-style-type: none"> <li>• Ask parents and students to avoid public transport if possible and drive, walk or cycle to school.</li> <li>• Ensure parents and students are aware of the recommendations set out in the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> (including avoiding peak times) when planning their travel.</li> <li>• Advise students to follow DfE guidance.</li> <li>• Advise students to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand sanitiser.</li> <li>• School exit times only have been staggered to avoid congestion on site. Staggered loading onto the school bus.</li> </ul>	L
<b>2. Dropping off and collection of students</b>	<p><b>a)</b> Mixing of parents and carers/ students and non-adherence of social distancing measures during the drop off and collection times</p> <p><b>b)</b> Increased congestion in the car park</p> <p><b>c)</b> Increased use of bikes/pedestrians on site</p>	H	Staff and Students	<p><b>a)</b> Students to wash their hands-on arrival and prior to leaving the school</p> <p><b>a)</b> Different entrance /exit points and registration areas for designated year groups of students.</p> <ul style="list-style-type: none"> <li>• Year 7 = C Block</li> <li>• Year 8 = W Block</li> <li>• Year 9 = B Block – downstairs and L Block</li> <li>• Year 10 = S/D Block</li> <li>• Year 11 = S/D Block</li> <li>• Year 12/13 = Upstairs B Block/S Block/D Block</li> </ul> <p><b>a)</b> Students will be able to access the school site from 8.15am and will be directed to their designated registration area upon arrival. Students will need to be in their registration area when the registration bell sounds. Staff members will be available from 8.15 on duty to supervise students in their area and handwashing. This will be a paid duty at a set flat rate</p> <p><b>b) b+c)</b> Information to parents/carers to drop and collect students in walking distance of school to reduce congestion on site.</p> <p><b>d)</b> When using public transport students to dispose of disposable masks on arrival in a lidded bin. Non-disposable masks to be bagged and put in student bags.</p>	L

	d) Contaminated masks, unclean hands from transport.			Students to wash hands on arrival to school and outdoor wash stations to be made available.	
<b>3. Arrival and departure of school staff</b>	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school	H	Staff	<ul style="list-style-type: none"> <li>Staff to wash their hands on arrival and prior to leaving the school. Sanitiser stations located at the biometric system in reception and B block. W block available, however, available, but no sanitising station available.</li> <li>Staff to adhere to the social distancing measures and always remain 2 metres apart including when entering and exiting the building.</li> <li>Biometric system back in use, with cleaning station next to it, squirt, wipe, bleep posters in place. Staff must go through reception or B block in order to utilise the sanitising station available. Staff must use the biometric system to sign in and out and sanitise before and after use.</li> </ul>	L
<b>4. Use of classroom space</b>	Unable to maintain social distancing measures in the classroom.  Class movement between bubbles.	H	Staff and Students	<ul style="list-style-type: none"> <li>Rearrange classrooms to ensure that the teaching station is 2m from students.</li> <li>Rearrange all classrooms to ensure desks are in rows where possible.</li> <li>Students to use the same desk each day they attend.</li> <li>Windows to be opened to maximise ventilation.</li> <li>Different year bubbles of students to use separate buildings to minimise mixing.</li> <li>Year 7 to use C Block</li> <li>Year 8 to use W Block</li> <li>Year 9 to use B Block – downstairs and L Block</li> <li>Year 10 to use S/D Block</li> <li>Year 11 to use S/D Block</li> <li>Year 12/13 to use Upstairs B Block/S Block/D Block</li> <li>Adequate supervision at all times.</li> <li>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere to aid cleaning.</li> <li>Remove soft furnishings and resources that are difficult to clean (e.g. class sets of texts/ reference books).</li> </ul>	L

				<ul style="list-style-type: none"> <li>• Nominated hand wash points for each student group marked on map where possible.</li> <li>• Wall mounted hand sanitiser units located in each classroom and bins provided at entrance and exit points and in classrooms and other learning environments.</li> <li>• The DfE advice is children do not need to use PPE. Students' with individual risk assessments may choose to wear PPE.</li> <li>• Adults can choose to wear PPE.</li> <li>• PPE will be available for first aiders and staff members who need to support students if social distancing cannot be adhered too.</li> <li>• Behaviour Policy states that DFE doesn't recommend PPE for students. If students wear PPE guidance included about expectations for safe use.</li> <li>• When class movement between bubbles, additional cleaning will take place</li> </ul>	
<b>5. Movement around the buildings</b>	Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building	H	Staff and Students	<ul style="list-style-type: none"> <li>• Directional map to instruct one-way flow system between and within buildings.</li> <li>• Each student bubble will have its own timetable for staggered break and lunch times and allocated areas around school e.g. to toilets/ external areas - see map.</li> <li>• Assemblies will not take place.</li> <li>• Staggered break and lunch times to ensure that all students are not moving around the school at the same time.</li> <li>• Students to bring a packed lunch and eat in their p3 classroom. Designated indoor or outdoor space to reduce movement around the school, dependent on the weather.</li> <li>• Timetable and rooming designed to reduce movement around the school or building (limited sessions per day, teachers move not students).</li> <li>• Ensure as far as possible that students and staff remain two metres apart whilst moving around the building.</li> <li>• Reminder posters about social distancing on display.</li> <li>• Regular cleaning of door handles and surfaces in communal areas.</li> </ul>	L
<b>6. Use of shared equipment and resources</b>	Higher risk of contamination if students and staff use shared	H	Staff and Students	<ul style="list-style-type: none"> <li>• Prevent the sharing of stationery and other equipment by ensuring students bring in their own stationery and do not share.</li> <li>• Clean shared surfaces more frequently and between use by different student bubbles.</li> <li>• to be stored in classrooms. Take-home resources will be shared electronically to all students, physical sheets can be given out</li> </ul>	L

	equipment and resources			<ul style="list-style-type: none"> <li>• Limit the amount of shared resources in use. Boxes for exercise books to be stored in classrooms.</li> <li>• Ensure that practical lessons are minimized and any rare shared equipment placed in a “cleaning box”</li> <li>• Texts can be shared in bubbles but extracts/electronic resources is encouraged.</li> <li>• Library fabric furniture replaced for plastic chairs.</li> <li>• Blankets and large bean bags removed from Sanctuary and SEND bases.</li> <li>• Staff to have their own equipment and stationery.</li> <li>• Portable keyboards and mouse to be assigned to staff members and kept with that staff member as they move around the site.</li> <li>• Sanitise wipes available to wipe down keyboards and desks/worksurfaces.</li> <li>• Staff and students encouraged to wear clean clothes each day.</li> </ul>	
<b>7. Use of shared adult spaces</b>	Higher risk of contamination if staff use shared spaces	H	Staff	<ul style="list-style-type: none"> <li>• All staff to have access to W Block rooms and staffroom but asked to ask to maintain distance - packed lunch/flask encouraged.</li> <li>• Staffroom should only be used when social distancing is possible. Staff to take a commonsense approach to social distancing in these areas. Staff should bring their own devices to access work during PPA.</li> <li>• Staff can access departmental office spaces with their own keyboard and mouse.</li> <li>• Social distancing measures in place, floor reminder stickers, reminder posters on display, wall mounted hand sanitiser available in communal areas, cleaning of doors, handles and surfaces in communal are was regularly.</li> <li>• Staff have access to refreshments in W block and bistro</li> <li>• Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups/ mugs etc. Employees to use own/designated cup or mug.</li> <li>• If staff bring in their own food if this should require heating or additional preparation in staff room areas, then this needs to be done in compliance with hygiene recommendations. Must be wiped down afterwards.</li> <li>• Staff to have access to the first floor of W block for PPA time.</li> <li>• PPA on Tues p5 staff stay in their p5 lesson spaces</li> </ul>	L
<b>8. Mixing of staff in offices and meeting rooms.</b>	Maintaining social distance	H	Staff	<ul style="list-style-type: none"> <li>• Restricted numbers in offices, encourage staff to communicate by phone or email.</li> <li>• Staff rota identifies year bubbles schools. Staff allocated to one year (bubble) for the day which limits use of shared spaces, movement, mixing. All four schools (bubbles) to adhere to social distancing, and hygiene rules and cleaning. Staff briefed 20<sup>th</sup> July 2020 on changes.</li> <li>• Staff encouraged to utilise Microsoft Teams’ rather than meetings rooms.</li> </ul>	L

				<ul style="list-style-type: none"> <li>• If meeting rooms are to be used, windows must be opened to allow adequate general dilution ventilation.</li> <li>• If a physical meeting room is necessary staff must use the Room Booking system already in place to book so the cleaning team are notified when a room needs to be cleaned before and after.</li> </ul>	
<b>9. Break / lunch times</b>	Mixing of students during break and lunch times and maintenance of social distancing measures	H	Staff and Students	<ul style="list-style-type: none"> <li>• Break and lunch times to be staggered.</li> <li>• Separate designated areas for each bubble of students so they do not mix</li> <li>• Students to stay either in designated indoor or outdoor areas for break and lunch or designated outdoor area depending on weather.</li> <li>• If students need to move around the building during lunch and break times, make sure that they do in the bubbles they are already in.</li> <li>• Students to clean their hands regularly including when they return from breaks and when they change rooms and before and after eating.</li> <li>• Adequate supervision afforded at all times -see rota</li> <li>• Students to bring in their own filled water bottles for use throughout the day.</li> <li>• Water fountains will be available for refilling and will be cleaned regularly. Paper cups will be provided and students will be unable to refill their water bottles.</li> </ul>	L
<b>10. Provision of school meals</b>	Mixing of staff and students whilst providing school meals	H	Students	<ul style="list-style-type: none"> <li>• Students will eat lunch within their set indoor or designated outdoor space.</li> <li>• There will be a limited pre order grab and go canteen provision during this time and students and staff will be encouraged to bring their own pack lunches</li> <li>• Students entitled to free schools' meal will be provided a free packed lunch.</li> <li>• Packed lunches will be provided as a grab and go for all (incl FSM)</li> </ul>	L
<b>11. Catering Provision</b>	Transmission of coronavirus from catering provision by inhalation of contaminated droplets/contaminated surfaces	H	Staff	<ul style="list-style-type: none"> <li>• Catering provision will be restricted to making sandwiches</li> <li>• Good standard of hygiene practices followed at all times and hand washing facilities available within the area. PPE also available, gloves, aprons.</li> </ul>	L
<b>12. Use of outdoor spaces and equipment</b>	Contamination from use of outdoor play	H	Students	<ul style="list-style-type: none"> <li>• Adequate supervision afforded at all times during break and lunch times to prevent unauthorised use – see rota.</li> </ul>	M



	equipment by contaminated surfaces/equipment				
<b>13. Access to toilets and hand washing facilities</b>	Mixing of students/staff during visits to toilets and hand washing facilities	H	Staff and Students	<ul style="list-style-type: none"> <li>• Each block benefits from its own toilet facilities. Students should only use designated toilets in their designated area to ensure there is no overcrowding. Additional porta toilets hired for students in B and L block.</li> <li>• Toilets are supervised at breaktimes and lunchtimes</li> <li>• Paper towels and bins available and hand driers turned off.</li> <li>• Antibacterial hand washing soap available in all the hand washing areas.</li> <li>• Additional outdoor wash stations will be available near year groups designated lunch/break zones.</li> </ul>	L
<b>14. Physical education lessons and contact sports</b>	Unable to maintain social distancing measures during contact sport and physical education lessons	H	Staff and Students	<ul style="list-style-type: none"> <li>• Regulations on practical PE lessons will be followed and limited numbers.</li> <li>• Wall mounted hand sanitiser available directly outside the sports hall.</li> <li>• PE equipment to be cleaned after use.</li> </ul>	L
<b>16. Supporting clinically vulnerable students and staff</b>	Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice	H	Staff and Students	<ul style="list-style-type: none"> <li>• Clinically vulnerable students and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a>) have been advised to take extra care in observing social distancing. Individual risk assessments will be carried out.</li> <li>• If a student or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting.</li> <li>• If a student or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to. Individual risk assessments will be carried out.</li> </ul>	L

<p><b>17. Managing symptomatic students and staff</b></p>	<p>Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance</p>	<p>H</p>	<p>Staff and Students</p>	<ul style="list-style-type: none"> <li>• Staff, students and parents reminded about the government guidance when symptoms apparent or when living with someone who has symptoms. <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance.</a></li> <li>• School protocol and rota has taken into consideration track and trace protocol and has risk assessed level of contact within each of the year bubbles (Low/medium/high).</li> <li>• School protocol in place If staff or students become unwell with a new, continuous cough, loss of taste or smell or a high temperature.</li> <li>• If a child is awaiting collection:             <ul style="list-style-type: none"> <li>- Move them to the designated holding area (Blue Coat Room) where they can be isolated behind a closed door.</li> </ul> </li> <li>• The designated room (Blue Coat Room) will be set up with plastic chairs and PPE will be available, (aprons, gloves, masks).</li> <li>• Digital thermometer available for First Aid staff.</li> <li>• Open a window for ventilation.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE should be worn by staff caring for the student while they await collection, if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough, loss of smell or taste or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	<p>L</p>
<p><b>18. Administration of First Aid</b></p>	<p>Transmission of coronavirus whilst administering first aid by inhalation of</p>	<p>H</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• Protocol in place and shared with staff.</li> <li>• Digital Thermometers available to first aiders. There is designated first aid room and separate COVID-19 symptom room (Blue Coat Room) and PPE must always be worn in both areas.</li> <li>• Any staff administering first aid, must wear the appropriate PPE. Gloves, masks and aprons available.</li> </ul>	<p>L</p>

	contaminated droplets.			<ul style="list-style-type: none"> <li>Room to be cleaned after every use in accordance with cleaning guidelines.</li> </ul>	
<b>19. Managing visitors and temporary staff</b>	Visitors do not adhere to social distancing measures put in place	H	Staff, Visitors	<ul style="list-style-type: none"> <li>Parents/carers/contractors informed of restrictions on site, no one can come to site without a prior agreed essential appointment.</li> <li>Parents encouraged to contact the school via email or telephone.</li> <li>Visitors enter and exit the school site through the Reception entrance. Visitors will be asked to wait at a designated point and cannot approach the reception desk. Only those with appointments will be admitted.</li> <li>Visitors will be asked to use sanitiser upon arrival.</li> <li>Reception staff to maintain visitor record completing the manual. (Including contact details for Track and Trace measures)</li> <li>Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors distanced – screens and barriers in place at reception. Visitor waiting area by at least 2 metres.</li> <li>Visitor stickers to be given out by reception staff ensuring 2 metre distance is maintained at all times.</li> </ul>	L
<b>20. Contractors working on site</b>	Contractors do not adhere to social distancing measures put in place	H	Visitors	<ul style="list-style-type: none"> <li>Works to only take place if social distancing permits.</li> <li>Contractors informed of school provisions on site which must be adhered to at all times.</li> </ul>	L
<b>21. Delivery of inbound goods</b>	Delivery of inbound good - ineffective infection control and increased risk of infection	H	Staff	<ul style="list-style-type: none"> <li>Designated area for post (reception) and deliveries (loading bay or reception). Parcels cleaned, as appropriate.</li> <li>No personal deliveries to site.</li> </ul>	
<b>22. General Cleaning</b>	Cleaning - ineffective infection control and increased risk of infection	H	Staff and students	<ul style="list-style-type: none"> <li>Clear cleaning regimes in place, to include: Cleaning of doors, handles and surfaces in communal areas regularly.</li> <li>Classrooms to be cleaned at the end of every day.</li> <li>Toilets to be cleaned regularly.</li> <li>Cleaning between bubbles – self clean routine and cleaning rota inclusion where possible.</li> </ul>	

				<ul style="list-style-type: none"> <li>• Spaces are well ventilated using natural ventilation (opening windows)</li> <li>• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> </ul>	
<b>23. Cleaning following confirmed case of COVID-19</b>	Cleaning - ineffective infection control and increased risk of infection	H	Staff and students	<ul style="list-style-type: none"> <li>• Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should be placed in a second bin bag and tied.</li> <li>• It should be stored in a suitable and secure place, marked (including details of date and time) for storage until the individuals test results are known.</li> <li>• It should be stored safely and kept away from students. Waste should not be placed in general waste until a negative test result is known or that the waste has been stored for at least 72 hours.</li> </ul>	
<b>24. Fire Evacuation</b>	Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings	H	Staff, students, visitors.	<ul style="list-style-type: none"> <li>• The fire alarm is zoned, allowing only the affected building to evacuate to the building check point (tennis courts), whilst a building check is completed.</li> <li>• Induction for staff and students returning to school to include briefing on new fire evacuation plans including partial and full evacuation.</li> <li>• If full evacuation triggered students to assemble on school field in their designated student bubbles.</li> </ul>	
<b>25. Staff Wellbeing</b>	Staff are unsettled by the COVID-19 situation	H	Staff	<ul style="list-style-type: none"> <li>• Staff training on 20<sup>th</sup> July 2020 to support re-opening.</li> <li>• Individual risk assessments for staff identified as clinically vulnerable to take place with Headteacher and/or Business Manager</li> <li>• School Chaplain, Rev. North, available to speak with staff members.</li> <li>• Staff encouraged to take a break in W block or staff room at a social distance.</li> <li>• Facilities considered in this space. Flasks of hot water provided with tea and coffee provision in designated staff locations.</li> <li>• Resources and support shared with staff via Headteacher communications</li> <li>• Staff should have regard to the 1.5m advice for social distancing where practically possible.</li> <li>• When not working with students, staff have access to designated working spaces and should work in that space following guidance.</li> </ul>	

<b>26. Student Wellbeing</b>	Students are unsettled by the COVID -19 situation	H	Students	<ul style="list-style-type: none"> <li>• Wellbeing resources shared with all students via school comms and on the school website under Summer Information.</li> <li>• Sanctuary space staffed throughout the day and equipment re-organised to meet measures</li> <li>• Behaviour policy appendix references student wellbeing and transition. Bishops' Expected Standards reflect this.</li> <li>• Pastoral support on offer each day and available via the sanctuary space.</li> </ul>	
<b>27. Communication and training</b>	Lack of information to staff and students – not fully aware of control measures	L	Staff and students	<ul style="list-style-type: none"> <li>• Training delivered to all staff.</li> <li>• School comms to parents.</li> <li>• Risk assessments to Governors and published on school website.</li> <li>• Form time.</li> </ul>	

**Signed: Sarah Hewitt**

**Dated: 28<sup>th</sup> May 2020**

**Reviewed by:  
Health & Safety Task & Finish Group**

**Dated: 2<sup>nd</sup> June 2020**

**Reviewed by:  
Business Manager – Alison Beasley**

**Dated: 3<sup>rd</sup> June 2020**

**Reviewed by:**

**Health & Safety Task & Finish Group**

**Dated: 4<sup>th</sup> June 2020**

**Reviewed by:  
Health & Safety Task & Finish Group**

**Dated: 16<sup>th</sup> July 2020**