


Ifield Community College		School address: Crawley Avenue Crawley West Sussex RH11 0DB		Review Date: <i>This is a dynamic document and should be reviewed and updated if there are any changes</i>			
Assessment Date: 30.9.2020		What/who is being assessed? Biological hazard- COVID-19 within educational settings					
Name of Assessor:				Responsible Person for Actions:			
Who might be harmed and how?	What are your existing controls? <i>SLT's to write what is being done now and then refer to Recommended controls:</i> • <i>Possible controls for consideration to be adapted or deleted as necessary</i>	Recommended Control Measures <i>SLT's to move Recommended Controls into Existing Controls once they have been implemented:</i>	Action by who/when?	Likelihood of occurrence after recommended controls added (L) 1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely Likelihood = Probability of occurrence based on specific activity being assessed	Impact (I) 1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme Impact = Estimate of harm based on specific activity being assessed	Overall Risk (L X I) + I <10 = Low 10-19 = Medium 20-30 = High	

Specific controls for Covid-19	<ul style="list-style-type: none">• <i>Space – how will distancing be maintained with school population</i>• <i>Face – will masks or visors be required</i>• <i>Trace – how will this meeting engage with track and trace</i>					
---------------------------------------	---	--	--	--	--	--

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + 1
Holding on site meetings with external participants						
<p>Visitors, Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Visitors will only be allowed to enter the school building in isolated instances – Zoom/Teams remains the preferred form of contact for most meetings</p> <p>All external visitors (apart from parents/carers) into school must be agreed with a member of SLT prior to entry to the building.</p> <p>All external visitors must be registered in and out.</p> <p>All external visitors must sign a declaration to confirm:</p> <ul style="list-style-type: none"> • they are not aware of personally having any covid symptoms at the time of entry to the school • they are not self-isolating due to being clinically vulnerable or for any other purpose nor living with persons self-isolating • they have not been contacted by track and trace and asked to self-isolate <p>All external visitors must be provided with a visitor’s sticker badge which must be disposed of prior to exit of reception.</p> <p>All external visitors must be provided with the fire procedures and safeguarding procedures in the usual way.</p> <p>Only one visitor (family group) is allowed at main reception at any one time.</p> <p>Sanitiser is available at reception and must be used by all visitors.</p>	<ul style="list-style-type: none"> • All visitors must be provided an allocated time to arrive and be taken to their meeting area immediately to ensure reception area is kept clear. • All meetings must take place in the Conference room or the staff members office/classroom • All staff & visitors must remain 2 m distant at all times during the time they are on the school site. • Arrival and departure during student “movement time” is not permitted. • Visitors are permitted to wear face-coverings and should be encouraged to do so • Access to the meeting via ZOOM must be offered for those persons who do not wish to enter school buildings. • All visitors must be supervised by an ICC staff member at all times – they will not be permitted to enter the school without an ICC staff member present. • All visitors must follow the signage in school and avoid any restricted areas. • All visitors must use the visitor toilets near the first aid room if necessary. • Water bottles should be provided by visitors for their own use. • Hot drinks/refreshments will not be provided • Meeting rooms must be set out adhering to the 2m rule and ensure locations are well ventilated where possible. • Meeting room and chairs must be wiped down after the meeting by the staff member. • Sanitiser should be used when going into and leaving the meeting room. 	<p>Reception staff and all staff</p>	<p>2</p>	<p>2</p>	<p>(2 x 2)+2 = 6 (Low)</p>

Signed

.....

Health and Safety Lead DATE

.....

Headteacher DATE