



Risk Assessment

September 2021

Deanwood Primary School

Coronavirus (COVID-19): Risk assessment for full reopening (March 2021)



Academy / School	Deanwood Primary School	Assessment No.	
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Site		Location	
Subject of Assessment	September 2021		
Assessed by	Jane Wright	Date	10.8.21
		Review date	September 2021
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.		Persons Affected <i>(Who may be harmed)</i>
			Students, Employees, Contractors and Visitors.

Related documents
Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy.

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions J/X (If J See Actions)
		<p>pick up and drop off times</p> <ul style="list-style-type: none"> Staff advised that they may choose to continue to wear a mask at pick up and drop off times should they so wish <p>Entry to the school:</p> <ul style="list-style-type: none"> Students will enter via their external classroom door Parents/Guardians are not permitted to enter the school buildings unless invited to do so Any parents / guardians who enter the building are requested to sanitise their hands and to remain distanced Entrance doors are held open, reducing the number of occupants touching the doors Sinks are available in each classroom. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school Good hand washing signage to instruct students how to do this effectively is displayed Help is available for children and young people who have trouble cleaning their hands independently Hand washing demonstrations have been provided to students on how to adequately wash their hands Staff advised that they may choose to continue to wear a mask at pick up and drop off times should they so wish 	is considered low at this time	
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup / leaving the school. 	<p>Pick up:</p> <ul style="list-style-type: none"> Parents / carers requested to limit the number of people coming on site at pick up and drop off times Parents / carers requested to leave the site promptly at pick up and drop off times Staff advised that they may choose to continue to wear a mask at pick up and drop off times should they so wish 	In line with current government guidance, the risk is considered low at this time	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions J/X (If J See Actions)
	<p>Entry to the school:</p> <ul style="list-style-type: none"> • Students will enter via their external classroom door • Parents/Guardians are not permitted to enter the school buildings unless invited to do so • Any parents / guardians who enter the building are requested to sanitise their hands and to remain distanced • Entrance doors are held open, reducing the number of occupants touching the doors • Sinks are available in each classroom. All occupants are required to wash their hands (soap/water or hand sanitiser) before leaving school • Good hand washing signage to instruct students how to do this effectively is displayed • Help is available for children and young people who have trouble cleaning their hands independently • Hand washing demonstrations have been provided to students on how to adequately wash their hands • Staff advised that they may choose to continue to wear a mask at pick up and drop off times should they so wish 		
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use / activities. 	<p>In line with current government guidance, the risk is considered low at this time</p>	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions J/X (If J See Actions)	
		<ul style="list-style-type: none"> • covering • Staff may continue to wear a mask in the classroom should they choose to do so • Teachers will discourage children from bringing in lots of eg: stationery from home • If children do choose to bring eg: stationery in from home, they will be discouraged from sharing this with others • Hand washing / sanitising is completed on entrance to the class and between specific activities • Staff will continue to ensure that there is adequate ventilation in the classroom and to make as much use of the outside area for learning as is practicable • Unless they are going to the toilet, staff should try to limit the number of children leaving the classroom without an adult • KS leaders to ensure there is a system in place to reduce the number of children in the toilet at any one time • A rota system will be in place for the use of shared spaces such as the IT suite to minimise the risk of cross contamination • The air conditioning unit will not be used in the IT suite • Both doors of the IT suite will remain open at all times as well as the door into the music room • Classroom based resources, such as books and games, can be used and shared within the Year Group; these should be cleaned regularly, along with all frequently touched surfaces • If classroom-based resources are shared with another Year Group, adequate cleaning should take place both before and after use • Teachers to limit the number of classroom-based resources (such as books from the reading corner) going home and to 		<ul style="list-style-type: none"> ✓ ✓ ✓

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions Y/X (If Y See Actions)
		<p>exercise vigilance if any such resources are brought back into school</p> <ul style="list-style-type: none"> Resources that are shared between Year Groups such as sports, art and science equipment should be cleaned between Year Groups PE kits will not be brought into schools. Instead, children will wear their PE kits into school on PE days Where possible, PE lessons will take place outside Staff will remain vigilant when checking Contact Books and changing reading books, ensuring that hands are washed and surfaces sanitised completely after contact 		✓
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Dining; Moving around the school; Break-time / playgrounds. 	<p>Dining:</p> <ul style="list-style-type: none"> Tables are wiped clean with appropriate disinfectant before lunch, between each sitting and after lunch Lunch trolleys are wiped clean with appropriate disinfectant before and after lunch Students are required to clean hands before and after eating lunch Staff advised that they may choose to continue to wear a mask should they so wish Adults who are not fully vaccinated will be encouraged to continue to maintain 2 metre distance from each other and from children. If this is not possible, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone Staff will endeavour to ensure that children sit with others in their Year Groups if that is practicable Staff to ensure that the dining hall and hall are well-ventilated at all times Staff will continue to exercise caution eg: sanitising hands after helping a child with opening a packet of crisps 	In line with current government guidance, the risk is considered low at this time	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions J/X (If J See Actions)
	<ul style="list-style-type: none"> • Children will remain seated at their tables unless instructed to do otherwise • Children will be encouraged to go to the toilet before lunchtime and staff will endeavour to ensure that as few children as possible are moving around the school unsupervised during lunchtime • If children do need to go to the toilet, MMS to ensure there is a system in place to reduce the number of children in the toilet at any one time • Children will eat packed lunch on the field during Term 1 (if the weather allows). Staff will endeavour to ensure that children sit with others in their Year Groups if that is practicable <p>Moving around the school:</p> <ul style="list-style-type: none"> • Staff will endeavour to ensure that as few children as possible are moving around the school unsupervised • Where possible, all spaces are well ventilated using natural ventilation (opening windows) • Corridors are sterile environments and kept as clear as possible <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Children will be encouraged to go to the toilet before breaktime and staff will endeavour to ensure that as few children as possible are moving around the school unsupervised during breaktime • If children do need to go to the toilet, staff on duty to ensure there is a system in place to reduce the number of children in the toilet at any one time • Children will be discouraged from touching staff and their peers 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions J/X (If J See Actions)
		<ul style="list-style-type: none"> • Contact games will not be permitted • Any outdoor play equipment will be cleaned each day after lunch • Daily inspection and enhanced cleaning programs in place for external areas and equipment • In the event of a wet lunchtime, all children will return to their own classrooms after they have eaten • In the event of a wet breaktime, all children will remain in their own classrooms • The field will be used at lunchtime during Term 1 (if the weather allows) 		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> • Hand washing stations are available in all classrooms • All those entering the school are required to wash/sanitise their hands • Hand washing sinks are located within each toilet provision • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively • Students and staff have been shown how to wash hands properly • Help is available for children and young people who have trouble cleaning their hands independently • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; ➢ Before and after eating; ➢ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze 	In line with current government guidance, the risk is considered low at this time	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions Y/X (If Y See Actions)
		<ul style="list-style-type: none"> into their arm Toilets and wash stations have single use paper towel for drying hands 		
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> Frequent cleaning of classrooms, toilets, common areas and dining halls; Frequent cleaning of all touched surfaces, such as door handles, table tops, play equipment and toys Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean Classrooms will be cleaned regularly during the day and after school Toilets will be cleaned regularly during the day Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces Resources that are shared between Year Groups such as sports, art and science equipment should be cleaned between Year Groups If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), enhanced cleaning will take place 	In line with current government guidance, the risk is considered low at this time	✓
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> Staff advised that they may choose to continue to wear a mask should they so wish Individual risk assessments to take place (conducted by THAT) Staff in school to be encouraged to take a lateral flow test the day before they return in September Staff in school to be encouraged to continue to participate 	In line with current government guidance, the risk is considered low at this time	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions Y/X (If Y See Actions)
		<p>in twice weekly lateral flow testing</p> <ul style="list-style-type: none"> • Staff are encouraged to take up the offer of a vaccine when contacted by the NHS regarding this • Adults who are not fully vaccinated will be encouraged to continue to maintain 2 metre distance from each other and from children. If this is not possible, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone • Meetings to take place in well-ventilated rooms • If possible, staff should endeavour to ensure that they remain suitably distanced from colleagues in meetings • Staff to ensure that they do not enter the office area if it is busy and also that they endeavour to remain distanced from other members of staff whilst in the office • As far as is practicable, staff to limit the number of people in the kitchen area of the staffroom at any one time. Microwave and kettle to remain in the IT room to assist with this for Term 1 (reviewed at the end of Term 1) • Children will be discouraged from touching staff • Children will be encouraged to maintain a safe distance from staff, appropriate to their age and development • Employees will be provided with and wear PPE when required in accordance with government guidance • If staff are working with pupils who have complex needs and could pose a risk to health due to eg: spitting, coughing etc, they may choose to wear a face covering 		✓
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid- 	<ul style="list-style-type: none"> • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision • The school has a specific room dedicated for suspected cases of COVID-19 (the spare classroom) • Occupants (staff or students) who display symptoms of the 	In line with current government guidance, the risk is considered low	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions J/X (If J See Actions)
<p>19;</p> <ul style="list-style-type: none"> • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<p>virus during the school day will be isolated in the spare classroom / the outside area by the spare classroom until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate</p> <ul style="list-style-type: none"> • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor • First aiders have completed appropriate training for 'donning and doffing' PPE - NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full • The plastic bag is placed in a second bin bag and tied • It is put in a suitable and secure place and marked for storage until the individual's test results are known • Waste is stored safely and kept away from children • Waste is not put 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, this can be put in with the 	at this time	

	Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions J/X (If J See Actions)
		<p>normal waste</p> <ul style="list-style-type: none"> If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment 		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> Parents Maintenance contractors External Teachers Inspectors; Delivery personnel SEN support Social Workers 	<ul style="list-style-type: none"> Reception set-up to remain as it is for Term 1 (1 member of staff on the desk, distanced from visitors). This will be reviewed at the end of Term 1 Staff advised that they may choose to continue to wear a mask should they so wish Staff to be advised not to order personal items to be delivered to school Family and Wellbeing Centre to continue to use the external door as the entrance and exit for their sessions <p>Parents:</p> <ul style="list-style-type: none"> Parents are requested to only come in to the office if they cannot deal with their query over the phone or via e-mail Parents to continue to be encouraged to ensure that their children arrive at school on time so that they do not need to come through the office Parents requested to use hand sanitiser when they come into the office, before they sign their child in late etc. Staff may choose to meet with parents should they feel comfortable to do so. If meetings with parents occur, the following should be in place: <ul style="list-style-type: none"> If at all possible, meetings should be pre-arranged 	In line with current government guidance, the risk is considered low at this time	<p>✓</p> <p>✓</p>

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<p>so that parents are aware of the safety measures in place</p> <ul style="list-style-type: none"> ○ Meetings should take place in well-ventilated spaces ○ Chairs and tables should be wiped down before and after the meeting ○ Parents to sanitise their hands when they come into the room and when they leave ○ Staff may choose to wear a mask should they so wish ○ Staff to remain distanced from parents ○ Parents to be discouraged from bringing younger siblings in with them. If this is not possible, younger siblings should remain seated with the parent and should not be allowed to touch the resources within the classroom ○ Staff who are not double vaccinated or have a personal risk assessment could choose to meet via Teams / talk over the phone should they so wish <p>Visitors:</p> <ul style="list-style-type: none"> • Visitors will only be permitted into the school if they have made an appointment to do so • All visitors will be asked to wash / sanitise their hands before they enter the main school building • If visitors are attending for a meeting, a Teams meeting will be suggested initially. However, if a face-to-face meeting is agreed upon, the following safety measures will be in place: <ul style="list-style-type: none"> ○ Meetings should take place in well-ventilated spaces ○ Chairs and tables should be wiped down before 		✓

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions J/X (If J See Actions)
	<p>and after the meeting</p> <ul style="list-style-type: none"> ○ Visitors to sanitise their hands when they come into the room and when they leave ○ Staff may choose to wear a mask should they so wish ○ Staff to remain distanced from visitors ○ Staff who are not double vaccinated or have a personal risk assessment could choose to meet via Teams / talk over the phone should they so wish <ul style="list-style-type: none"> ● If visitors are attended from a company / organisation, their risk assessment should be shared with the school prior to their arrival <p>SEN support:</p> <ul style="list-style-type: none"> ● The SENCo (in consultation with the Head of School) will decide whether it is appropriate for specialists, therapists, clinicians and other support staff for pupils with SEND to attend the setting to provide interventions, conduct assessments etc. ● Therapists etc. will be asked to discuss their organisation's risk assessment with the SENCo before their first visit ● If the SENCo is satisfied that an adequate risk assessment is in place, intervention work will be able to take place in line with the risk assessment ● They will be asked to wash / sanitise their hands before they enter the main school building <p>Maintenance contractors</p> <ul style="list-style-type: none"> ● Premises contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; 		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
		<p>Supply teachers / peripatetic teachers</p> <ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools • They should ensure they minimise contact and maintain as much distance as possible from other staff • They will be issued with a copy of the risk assessment and asked to read it prior to commencing work at the school • They will be asked to wash / sanitise their hands before they enter the main school building <p>Social Workers</p> <ul style="list-style-type: none"> • Social Workers (and any other professionals whose work is to safeguard children) will be permitted onto site • If possible, this should be by appointment but we are aware that, in an emergency, this may not be possible • They will be asked to wash / sanitise their hands before they enter the main school building • They should ensure that they minimise contact and maintain as much distance as possible from staff and children 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • KS leaders to ensure there is a system in place to reduce the number of children in the toilet at any one time • Toilet use protocols are managed by teachers / TAs if located adjacent to classrooms • Toilets are cleaned throughout the day 	In line with current government guidance, the risk is considered low at this time	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Staff to be encouraged to take up the offer of a vaccine when contacted by the NHS so that they are not require to self-isolate if they are deemed to be a close contact • To limit any potential spread of the virus: <ul style="list-style-type: none"> ○ Staff in school to be encouraged to take a lateral flow test the day before they return in September 	In line with current government guidance, the risk is considered low at this time	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions Y/X (If Y See Actions)
		<ul style="list-style-type: none"> ○ Staff in school to be encouraged to continue to participate in twice weekly lateral flow testing • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation • Children are suitably supervised at all times 		
13.	Lack of suitable premises management	<ul style="list-style-type: none"> • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste 	In line with current government guidance, the risk is considered low at this time	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately • Material safety data sheets are held for all chemicals and readily available to all staff • All cleaning chemicals are stored safely and securely in accordance with requirements • COSHH safety training has been completed by all those using chemicals for cleaning • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment 	In line with current government guidance, the risk is considered low at this time	
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • If evacuation plans need to be changed due to low staff numbers, these changes will be communicated at the earliest possible opportunity • School will ensure that there are enough trained fire wardens on site with the ability to sweep all used areas of the school • All other fire system testing and maintenance will 	In line with current government guidance, the risk is considered low at this time	<p>✓</p> <p>✓</p>

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions J/X (If J See Actions)
	continue as normal		

ACTION PLAN (Additional Control Measures Required/Recommended Actions)			
Hazards and Risks		Recommended Actions	
1	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> RA to be e-mailed to all staff and discussed at SDD on 1st September (teachers to feedback to TAs, JW to talk to office staff, JW to talk to TK who will then feedback to MMS) E-mail to be sent to staff to remind them to take a LFD test the day before they return to school in September 	
2	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Drop off / entry to the school. 	<ul style="list-style-type: none"> JW to send a letter to parents outlining expectations as regards eg: leaving the site promptly, limiting the number of adults on site etc. 	
4	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Classroom use / activities. 	<ul style="list-style-type: none"> Assemblies to remain in class for Term 1 <i>apart from JW's assembly on a Wednesday</i>. This will be done in 3 "sittings": Years 1 and 2 / Years 3 and 4 / Years 5 and 6 for the first 3 weeks. If appropriate, this will then "step up" to 2 "sittings": KS1 / KS2 with a view to the first whole school assembly happening in the last week of Term 1 Teachers to ensure they set "ground rules" with their class in September regarding not bringing excessive amounts of stationery into school / not sharing this with others KS leaders to work with their teams to create procedures for toilet use which do not allow too many children to be in the toilet at any one time Teachers to ensure that they inform parents of when their child's PE days are Teachers to ensure that they follow-up any incorrect PE kit with parents at the earliest possible opportunity via a phone call / face-to-face discussion (NB: expectations for PE kit have been communicated with parents in a letter) 	
7	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> Teachers to ensure that they leave cleaning spray bottles and anti-bac bottles on the draining board at the end of the day so that they can be filled by PC 	

8	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> Teachers' Meetings to take place in the hall during Term 1 TA meetings to take place in the IT room during Term 1 (with skylights open etc.)
10	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> Parents Maintenance contractors External Teachers Inspectors; Delivery personnel SEN support Social Workers 	<ul style="list-style-type: none"> Family and Wellbeing Centre to be asked to continue to use the external door / gate for their sessions in Term 1 (reviewed at the end of Term 1) Protocol for meeting with parents to be discussed with teachers at SDD on 1st September Protocol for meetings to be discussed with visitors prior to their arrival
15	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> JW / JS to discuss procedures for fire drills in order to ensure there are sufficient Fire Wardens in place Fire drill dates for September, December, March and June to be set in September

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

Any further actions identified should be completed before the assessed task is carried out.