

<b>Department:</b> <i>General</i>	<b>Service:</b> <i>education</i>	<b>Reference:</b> <i>15 June onwards 2020</i>
<b>Activity:</b> <i>1 to 1 meetings with pupils and parent</i>		<b>Site:</b> <b>CANTLEY LANE SITE</b>
<b>People at Risk:</b> <i>ALL</i>		<b>Additional Information:</b> Check latest government guidelines on covid-19 symptoms and social distancing
<b>Name of Person Completing Form:</b> <b>MDA</b>	<b>Job Title:</b> <b>H&amp;S</b>	<b>Date:</b> <b>03/06/20</b> <b>Review Date:</b> <b>22/06/20</b>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<i>Parking cars, and number of people</i>	<b>Potential for spread of COVID-19 between persons at school.</b>	<i>H</i>	<ul style="list-style-type: none"> <li>• Clear marking of parking areas with car width gaps between</li> <li>• Staggering of meeting times to give minimum overlap of visitors and staff</li> <li>• Follow social distancing rules at all times on entry and exit of the building</li> <li>• There will be a maximum of 60 people at any one time – This would be across up to 20 interview stations in the hall and the dining room on Cantley site</li> <li>• This is 20 staff, 20 students and 20 parent/carers</li> <li>• Only one adult per family to attend the interview with their child</li> <li>• Do not enter the building if any of you are displaying symptoms of Covid-19</li> <li>• Those not travelling by car to wait outside the building until the time of the appointment</li> <li>•</li> </ul>	<i>L</i>	<p><b>Signage to be sourced</b></p> <p><b>Regulations to be printed and visible</b></p> <p><b>Photographs of reception and hall layout to be sent.</b></p> <p><b>Layout of hall indicating location of the person conducting the interview to be made available beforehand</b></p>
<i>Coming into the building</i>	<b>Potential for spread of COVID-19 between persons at school.</b>	<i>H</i>	<ul style="list-style-type: none"> <li>• Only approach the building after reception lets you know it is safe</li> <li>• Markers outside the building with 2m gaps towards entrance in case of overlap of visitors</li> <li>• Member of staff at the door with a second member of staff in reception to determine safe entry to the interview location.</li> </ul>	<i>L</i>	<p><b>Signage to be sourced</b></p> <p><b>Staff to be allocated</b></p> <p><b>Staff to be trained</b></p>

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			<ul style="list-style-type: none"> <li>Provision of seating for those 'waiting' on the raised area in front of the hall.</li> <li>Follow social distancing rules at all times on entry and exit of the building</li> <li>Visitor/s requested to sanitise hands on entry, visitors asked if they are well and not showing any symptoms of covid 19 before they are escorted into the main part of the building</li> <li>Signing in and visitor badge not necessary as the visitor will be accompanied at all times</li> </ul>		
Meeting staff	Potential for spread of COVID-19 between persons at school.	H	<ul style="list-style-type: none"> <li>Table and chairs to be positioned in order to remain socially distanced</li> <li>Table wiped at start of meeting and end of meeting by member of staff</li> <li>Tissues and hand sanitiser available on table</li> <li>Lidded bins available</li> <li>Refreshments will not be available</li> <li>Staff and visitors can wear mouth coverings if they wish.</li> <li>We will provide face masks for those who request it..</li> <li>Anyone displaying symptoms of covid -19 must be asked to leave immediately</li> </ul>	L	All equipment to be sourced
Toilet facilities	Potential for spread of COVID-19 between persons at school.	H	<ul style="list-style-type: none"> <li>If visitor has to use toilet facilities, they are to use the toilets at entrance to school.</li> <li>Ensure soap and paper towels available</li> <li>Door handles to be wiped and taps after use, by cleaning staff. – reception to notify</li> <li>Thorough clean at end of sessions</li> </ul>	L	
Exiting the building	Potential for spread of COVID-19 between persons at school.	H	<ul style="list-style-type: none"> <li>Exit the building using 1 way system through exterior doors into the front of school, as instructed by member of staff</li> </ul>	L	
Emergency evacuation	Potential for spread of COVID-19 between persons at school.	H	<ul style="list-style-type: none"> <li>If the fire alarm happens to sound, the member of staff you are with will take you through the one way system outside to the front of school, and in front of the gym area</li> </ul>	L	

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			<ul style="list-style-type: none"> <li>• Try to maintain a 2 metre gap if possible</li> <li>• Alternative routes are main entrance or exit route near the dining room</li> <li>• Caretaker available to deal with the alarm</li> <li>• Member of SLT available to deal with call to fire-brigade</li> </ul>		
Cleaning	Potential for spread of COVID-19 between persons at school.	H	<ul style="list-style-type: none"> <li>• Hall and main entrance and toilet facilities to be cleaned thoroughly at the end of the day</li> </ul>	L	