

COVID-19: CHERRY TREES SCHOOL

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RISK ASSESSMENT FOR: Cherry Trees	ASSESSMENT UNDERTAKEN BY: SMT DATE: September 2021	ASSESSMENT REVIEW BY WHOM: SMT DATE: Every half term, or as needed (to reflect changes in guidance, or school procedures)
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HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
Movement of people through school – cross contamination	All children and staff	1	6	6 Medium	<ul style="list-style-type: none"> • Staff and parents are no longer requested to wear face coverings whilst moving through communal spaces, unless expected to do so in an outbreak situation. Staff and visitors are 'expected and recommended' in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or dedicated school transport • staff to request additional PPE and cleaning products when needed or low stock in classrooms. • Only people not displaying symptoms are in school – double vaccinated staff who have tested negative (recently) are able to attend school. 	<ul style="list-style-type: none"> • To ensure all adults adhere to social distancing as much as possible. SMT to model. • Staff will be asked not to walk around school. 	

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					<ul style="list-style-type: none"> • Staff to collect pupils as stated on normal operational rota. • <i>Only during an outbreak: Staff to collect pupils from parents/carers, and taxis, from their own classes.</i> • <i>Staff asked to stay in their identified bubbles, covering own breaks.</i> • <i>Bubble 1: Blue Class will enter and exit school through the Side Gate, manned by Kelly. Red and Orange Classes will enter and exit school through the Main Entrance manned by Hayley.</i> • <i>Bubble 2: Green, Yellow and Purple Classes will enter and exit school through the Hall Entrance, manned by Rachel, or Sam.</i> • David and Gary to be on duty on the Car Park. • <i>All members of staff to wear face masks in communal areas around school, unless exemptions apply. Members of staff to wash hands before, and after, touching their face coverings. Members of staff</i> 		

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					<p><i>to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses.</i></p> <ul style="list-style-type: none"> • Members of staff to sanitise their hands, following any transition between rooms. (Reusable bottles that attach to lanyards have been ordered for every member of staff). • Increased cleaning of touch points to be carried out in communal areas, by Gary, at specific times throughout the day. 		
Critically Extremely Vulnerable	All children and Staff	3	6	18 HIGH	<ul style="list-style-type: none"> • Staff who are clinically extremely vulnerable are no longer advised to work from home • <i>During outbreak: Staff to consult with their specialists to gain information, guidance, and support regarding risk management.</i> 	<ul style="list-style-type: none"> • <i>Information share with staff to ensure pupils in this category remain at home or are risk assessed within school</i> 	
Pregnancy (in line with guidance set out by the Royal College of Obstetricians and Gynaecologists)							

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and Royal college of midwives)					<ul style="list-style-type: none"> • School Nurse to liaise with parents and specialists to seek advice and guidance. • All pregnant ladies and those classed as critically vulnerable to work from home conducting remote learning, family support. Unless directed by SMT. 		
Inability to social distance (safeguarding through hand holding)	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> • There are no longer bubbles operating in schools • During Outbreak: Two bubbles now operate in school. Each bubble has allocated class and play spaces, toilets and changing facilities. Staff have their own toilet and staffroom space (we have temporarily closed the staffroom to staff breaks, until further notice). Please stagger breaks and usage – please adhere to social distancing. • Staff to clean areas of communal use – toilets, therapy rooms, library and hall, soft play, and sensory room. 	<ul style="list-style-type: none"> • Display cleaning regime in each used classroom. • Share information with families. • Hand washing – separate for pupils/staff. • Use of soap dispensers. • Anti-bacterial wiping of areas. 	

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					<ul style="list-style-type: none"> • <i>Keeping the same staff in the room, wherever this is possible.</i> • Children to eat lunches in classrooms. • Pupils/staff continue to follow regular hand-washing regimes on arrival to school, after breaks, following a transition to another room/space, and before and after eating. • <i>All members of staff to wear face masks in communal areas around school unless exemptions apply. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses.</i> 		
Mixing of population	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Staggered entry of pupils into school. • Buses – 9am and 3pm 	<ul style="list-style-type: none"> • Entrances identified for each family 	

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					<ul style="list-style-type: none"> • Walking pupils 9.15am and 3:15pm. • <i>Parents to wear face masks at drop off/collection times unless exemptions apply.</i> • <i>Pupils and staff to use designated spaces for work/play.</i> • Where possible, members of staff to consider the layout and organisation of their classrooms, to think of ventilation at all times. • <i>Pupils and staff to use designated spaces for toileting. Members of staff to use anti-bacterial wipes to wipe toilets down before, and after use and to dispose of these in the silver lidded pedal bins in the toilet cubicles.</i> • <i>One member of each class identified as a 'runner' for first aid equipment, lunches and other class needs, + collecting from gate etc.</i> • Shared spaces are timetabled, and members of staff are required to clean spaces at the end of 	<ul style="list-style-type: none"> • group to enter school. Bubble 1: Blue Class to enter/exit via Side Gate, Red and Orange Classes to enter/exit via Main Entrance. • Bubble 2: Green, Yellow, and Purple Classes to enter/exit via Hall Entrance. 	

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					<p>each day – using their own classroom cleaning products. <i>Bubble 1 to have access to Soft Play and Bubble 2 to have access to the Hall.</i></p> <ul style="list-style-type: none"> • Cleaning materials are NOT to be left in shared spaces. These must be locked away. • Body fluid must be cleaned away immediately. • Members of staff need to ensure that windows are kept ajar when the classroom is in use, and to open them fully when the room is not occupied, to ensure that they remain adequately ventilated. In rooms without windows, doors will need to be kept open. • <i>All members of staff to wear face masks in communal areas around school unless exemptions apply. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to wash hands before, and after, touching their face coverings.</i> 		

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					<i>Members of staff to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses.</i>		
<i>Sharing equipment</i>	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • <i>Pupils to be allocated a set of pencils and essentials to complete tasks. These are not to be shared. (Please use trays).</i> • Staff will monitor and clean down equipment at the end of each day. • <i>Staff to ensure all copying and printing is collected by the 'runner' in your room.</i> 	<ul style="list-style-type: none"> • Photocopier to be wiped with anti-bacterial wipes between uses – last user to wipe down, and to dispose of wipes in the silver lidded bin next to the photocopier. • Only wipeable equipment/toys to be used. • Robust cleaning of equipment each day. 	
Personal care including injury Personal information to be	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Staff to use first aid boxes in located areas – first aid person to be identified within each working team. One member of staff 	<i>SMT to be allocated a phase to support.</i>	

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accessible in each room					<p><i>(runner) to seek support from SMT/nurse where needed.</i></p> <ul style="list-style-type: none"> • First Aid trained staff will administer first aid and following sanitation measures. • Staff to wear PPE to change pupils. • <i>Medical supplies to be distributed to each class.</i> 	<ul style="list-style-type: none"> • <i>SIF's/care plans to be printed for each room</i> 	
Personal care – changing and feeding	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Follow Gov guidance which currently states PPE to be available and worn for all personal care. • <i>Depending on 'need' staff to be allocated to support with personal care each day.</i> • Bins emptied each day including the disposal of yellow bags to the appropriate outside bins. • Normal guidance to be followed regarding cleaning down and washing hands. • To encourage pupils to be as independent as possible. 	<p>Feeding mats to be shared in classes. Staff to follow personal care regimes.</p> <ul style="list-style-type: none"> • Kitchen staff to oversee the allocation of foods – allergy pupils identified, and foods labelled 	

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Illness	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Staff to sign for foods as they leave the kitchen – all allergy foods are labelled. • All illness to be reported immediately to SMT - pupils must be removed to 'safe zone' (reception) with their belongings ready for transport home. This maybe SMT to transport pupils home using school bus. • Staff to alert SMT. SMT to report this in-line with Staffordshire guidance. • All areas to be cleaned down if sickness has occurred. • Plastic chairs to be placed in entrance hall. • PPE to be sited in office for use. • The member of staff who waits with the child must try to socially distance and wear full PPE (mask, apron, and gloves). • All staff, parents/carers, pupils, and visiting professionals to follow the most up to date guidance. 	<ul style="list-style-type: none"> • If any child/member of staff displays systems of COVID SMT to be alerted and senior leaders to respond accordingly following Gov guidance. 	

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					<p>Pupils, staff, and other adults should not come into school if they have COVID-19 symptoms or have been a close contact, they must be tested and isolate until results. Where staff are double vaccinated, there is no need to isolate once results are in, they are able to return to work.</p> <ul style="list-style-type: none"> • The member of staff who waited with the pupil to be collected must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser once the pupil has been collected. • PPE to be sited in Nurses Office for use. 		
Use of communal areas – staffroom	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • <i>Only in cases of outbreak will Staff to be signposted to designated staff space. Staff to use one drinking vessel through the day.</i> • Staff to be responsible for cleaning own equipment. • Staff are permitted to use the staffroom, with an understanding 	<p>Bubble 1 – Blue, Red, Orange. Bubble 2 – Yellow, Green and Purple</p>	

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					<p>that not all staff will want to be in close proximity to each other – please be respectful of others.</p> <ul style="list-style-type: none"> • All members of staff are advised to wear face masks in busy communal areas when with others who we don't normally mix with. • Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses. • Members of staff to sanitise their hands, following any transition between rooms. (Reusable bottles that attach to lanyards have been ordered for every member of staff). 		

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Use of communal areas – Reception Area and School Office	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • <i>The shared pen in the Reception Area will be removed from the foyer. Members of staff to use their own pen to sign in and out of the building.</i> • <i>No children are to be taken into the Office Area.</i> • <i>Members of staff are not permitted to enter the Office Area, unless it is an emergency.</i> • Teachers to take registers (using SIMs), and complete the dinner registers in class, by 9:40am. • If members of staff require a key, you will need to ask for this at the Reception window. The key will then be passed through the window. Upon returning the key, it will be placed in a container, and the Office staff will sanitise this before returning it to the key cupboard. • <i>If members of staff need to make a telephone call, please use the telephone for your bubble – red – staffroom, yellow Corey's office,</i> 		

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					<p><i>Blue – blue corridor. Use anti-bacterial wipes to sanitise the phone, before and after use.</i></p> <ul style="list-style-type: none"> • If members of staff require an order form to order resources, please email the Office staff for an electronic copy. If catalogues are online, please use the online version. If a paper catalogue is required, please ask for this at the Office window. • The Office staff will keep a secure record log of any visitors coming into school, with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. 		
Medication	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> • <i>SMT to administer meds in the Assistant Heads office - blue 2 in their classroom.</i> • Syringes will be cleaned under the direction of the school nurse. 	<ul style="list-style-type: none"> • SMT/class staff to administer medication as usual protocol 	
Entry and exit to/from school	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Class Teachers will supervise the entry/exit of pupils David and Gary – carpark) • SMT will monitor gate entrance and lock at 9.40am. 	Staggered entry/exit Staff to enter through main are – signing in.	

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					<ul style="list-style-type: none"> • TA's will be allocated bus runs to collect pupils am and return them pm <i>according the bubbles</i>. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses. • Teachers to take registers in class – register closes at 9.40am. Runners in classes must alert office staff to any concerns regarding attendance. • REGISTERS to be taken mornings and after lunch. • Teachers to remain with walking pupils. SMT to be alerted if additional staff are required to support. 	<ul style="list-style-type: none"> • Staff to only use allocated spaces when signed in. 	
Fire – risk of fire	All children and staff	5	2	10 MEDIUM	<ul style="list-style-type: none"> • <i>All staff need to ensure they are familiar with the COVID fire procedures for each class.</i> 	<ul style="list-style-type: none"> • Posters to be displayed in all classrooms – 	

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					<ul style="list-style-type: none"> • We return to normal school fire procedures • SMT will sweep as usual. • One drill this half term. 	COVID fire procedures	
Activities	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Pupils will be given a set of equipment to use. • Shared toys will be sanitised in the same manner as previously instructed. • Activities that may present as cross contamination must be agreed by SMT – sand, playdough, messy play, cooking etc. Teachers to assess risk and seek support where needed. • Shared resources such as books must be in quarantine for 72 hours. • Curriculum activities will commence for the start of September. 	<ul style="list-style-type: none"> • Staff responsible for the daily/weekly resource washing – only use what willing to clean 	
Challenging behaviour	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • Challenging behaviour must reflect de-escalation. • Strategies outlined on the pupils IBSP must be adhered to by all staff working with that child. 	Pupils identified with IBSP – staff should be aware of these and understand procedure during this current time	

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					<p>Hierarchy of intervention must be followed.</p> <ul style="list-style-type: none"> • 'Runner' to collect SMT to help manage if needed. • Staff must alert SMT to difficulties so that these can be further risk assessed. • Physical intervention only to be used where the child has a vulnerability assessment – see Gemma. 	<ul style="list-style-type: none"> • Identify calm spaces for children displaying distress – this cannot be office spaces – supervised outdoor space or hall. 	
Forest school	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> • Forest school area is timetabled for use and classes will be given an allocated slot. • <i>Forest school activities may be undertaken after discussing these with SMT.</i> 	<ul style="list-style-type: none"> • Timetable for use. 	
Nurture provision	Identified children accessing the Nurture provision and members of staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Pupils to visit the Nurture room either individually, or as a small group within their identified Bubble. • <i>Jenny to consider the organisation of the Nurture Room, to encourage pupils to sit side by side or facing forwards.</i> 	<ul style="list-style-type: none"> • Supporting member of staff to accompany the pupils to and from Nurture. 	

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					<ul style="list-style-type: none"> • Jenny to ensure that windows are kept ajar when the Nurture Room is in use, and to open them fully when the room is not occupied, to ensure that the room remains adequately ventilated. • Pupils/staff continue to follow regular hand-washing regimes following a transition to another room/space, and before and after eating. • Jenny to wipe down equipment after use by each child/small group. 		
Play therapy	Identified children accessing Play Therapy and members of staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Pupils to visit the Play Therapy room individually or in small groups. • Clare to ensure that the door is kept ajar when the Play Therapy room is in use, and to open it fully when the room is not occupied, to ensure that the room remains adequately ventilated. • Pupils/staff continue to follow regular hand-washing regimes 	<ul style="list-style-type: none"> • Supporting member of staff to accompany the pupils to and from Play Therapy. 	

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					following a transition to another room/space. <ul style="list-style-type: none"> • Clare to wipe down equipment after use by each child. 		
Swimming	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Pupils to visit the Swimming Pool in small class groups within their identified Bubble. • Pupils/staff continue to follow regular hand-washing regimes following a transition to another room/space. • Julie to wipe down equipment after use by each small class group. 	<ul style="list-style-type: none"> • Supporting members of staff to accompany the pupils to and from the Swimming Pool. 	
Visitors	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> • Carlense (music therapists) to use the Hall for therapy – clean down after each pupil/group has been in this space. • Megan to use the identified room for OT. 	Megan/ Carlense is collect pupils from each class – pupils to be handed over at the door. Staff to support pupils to for intervention and therapy.	
Trips	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> • Forms to be completed at least two weeks prior to visit. Staff must include venue risks assessments. • Forms to be discussed by SMT. 	<ul style="list-style-type: none"> • SMT to discuss and consider risk considering COVID. 	

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					<ul style="list-style-type: none"> • If agreed staff must then complete the Evolve forms. 		
Contingency plan in case of future closure.	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> • Staff working from home will continue to provide 'virtual' schooling under the direction of SMT. See COVID contingency plan • Transport informed of closure • SMT/ safeguarding team informed of pupils not attending. 	<p>Laura and SMT to meet weekly for feedback.</p> <ul style="list-style-type: none"> • Any safeguarding concerns must be report immediately. 	
Supporting families and safeguarding	All children and families	3	4	12 MEDIUM	<ul style="list-style-type: none"> • School will continue to support families and conduct safe and well doorstep visits. • Staff must inform DSL of any concerns as they arise. • Steve Brown and Claire Philips to continue supporting identified families via telephone support and controlled visits in to school – areas must be well ventilated. 	Staff working at home to continue to communication parents-safe and well checks.	
Assembly	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> • Assemblies will take place as timetabled in the hall. • Teachers are required to conduct assemblies within their phases 		

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HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
					<i>when not conducted by Laura-timetable on server.</i>		
Absence of pupils	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> • This will continue to be monitored daily by SMT and safeguarding. • Staff must alert SMT to any concerns they may have regarding any pupil or family. • Report daily to the DFE including symptoms of COVID or other illnesses. 	<ul style="list-style-type: none"> • Office staff to follow up non-attending pupils who are on rota to attend. • Teacher to alert office staff via email of do-jo communication received regarding attendance. 	
Transport - The spacing of pupils and entering and leaving school.	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> • Pupils will have staggered entry and exit into/out of school. Teacher are required to be prompted to elevate traffic in drop-off and collection areas. • SMT to managed gate areas and staff are timetabled to collect and drop-off children. • Transport providers will alert school and the local authorities if difficulties are encountered. 	<ul style="list-style-type: none"> • 2m distance to be always observed . • Escorts to line up 2m distance to handover info to the school office 	

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Other visitors	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> • Visitors to be agreed by SMT and all meetings will be held in the Hall of middle leaders' room or observations will take place when necessary. • Behaviour Support Advisor, Educational Psychologists, Speech and Language Therapists to wear full PPE when visiting classrooms • Staff will continue to conduct virtual meetings under the direction of the Head teacher where possible. 		
Toileting	All children and staff	2	6	12 HIGH	<ul style="list-style-type: none"> • Staff and pupils will be allocated designated toilet areas. • Any concerns please alert SMT. • Staff will need to clean areas after changing of pupils. • Staff and pupils must wash hand thoroughly after toilet use. 	<ul style="list-style-type: none"> • Toilets to be sprayed after use – posters displayed to remind staff/pupils of toilet procedures and clean down 	
Classroom management–physical space	All staff and children	1	6	6 Medium	<ul style="list-style-type: none"> • Due to the increased prevalence and transmission of the new COVID-19 variant, we are working within two teams within each 	<ul style="list-style-type: none"> • Staff to open windows to encourage ventilation 	

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HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
					<p><i>class, where possible, in order to reduce the number of close contacts. Taking this control measure into account, alongside the children's ability to sit at tables, follow directions, and the physical space available to us within each classroom, we have deemed these ratios to be our safest maximum occupancy levels during this period of National Lockdown.</i></p> <ol style="list-style-type: none"> 1. <i>Red and Orange Class: 4 pupils, 3 staff</i> 2. <i>Yellow Class: 5 pupils, 5 staff</i> 3. <i>Blue Class: 5 pupils, 4 staff</i> 4. <i>Green and Purple Classes – 5 pupils and 4 staff each.</i> <p><i>This will be reviewed on a weekly basis.</i></p> <ul style="list-style-type: none"> • As much as possible, pupils to work/play outside in supervised designated spaces. • Where possible ensure pupils are separated as much as possible. 		

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HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES		ACTION (Additional)
					<ul style="list-style-type: none"> • Where possible, members of staff to consider the layout and organisation of their classrooms, to encourage pupils to work in well ventilated spaces. 		