

**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: CORONAVIRUS (COVID-19)**  
**Used with Existing Risk Assessments & Government Guidance**

**PART 1 : ADMINISTRATIVE DETAILS**

Section/Establishment Name: Kirk Langley Church of England Primary School

Date of Assessment 29/4/2020 Date of Issue 29/4/2020

Assessment carried out by J Stevenson  
 B Wood Signature J L Stevenson

**Reviews**

Review Date	Reviewed by	Date	Changes Made	
			Y	N

Affected persons: Young People/Clients \* Staff \* Visitors \* Contractor \* Others (specify)

Name of Manager confirming and agreeing Assessment: J L Stevenson

Signature: J L Stevenson

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

## RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
Mrs Stevenson	J I Stevenson	29/4/2020			
Mrs Walker	H L Walker	29/4/2020✓			
Miss Redpath	R Redpath	29/4/2020			
Mrs Young	S Young	29/4/2020			
Mr Mayes	W Mayes	30/4/2020			
Mr Stevens	N Stevens	4/5/2020			
Mrs Selfe	A Selfe	5/5/2020			
Mrs Burdette	A Burdette	30/4/2020			
Mrs Wood	B Wood	29/4/2020			

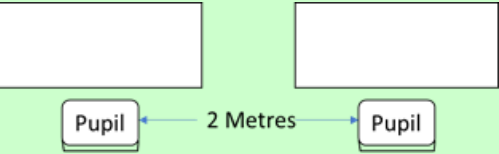
## RISK ASSESSMENT – TO BE USED WITH EXISTING RISK ASSESSMENTS & GOVERNMENT GUIDANCE

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of current and relevant information / guidance	The school/setting has the most recent information from the Government, and this is distributed throughout the school community	✓		<p>➤ Links to the information via newsletters and the website.</p> <p>➤ <a href="https://campaignresources.phe.gov.uk/resources/campaigns/101/resources/5016">https://campaignresources.phe.gov.uk/resources/campaigns/101/resources/5016</a></p>	Staff on site Rota system HT HLTA Business Manager	We have actioned this since March 23 <sup>rd</sup> and along the weeks have added the necessary actions.
Spread of Covid-19 through school and wider school community	In addition to the Government Guidance, the school/setting will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the Derbyshire County Council Health and Safety team directly	✓				
	Head Teacher/Manager to ensure daily checks are made with Government updates	✓				
	Any change in information to be shared with Chair of Governors and communicated to parents and staff	✓				
	School Website information is automatically updated	✓				
	All staff and pupil (visitors) are informed of the rules and procedures for social distancing and hygiene precautions					
	Pupils updated as necessary	✓				
	All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher/Manager	✓				
	The school/setting communicates appropriately with their most vulnerable pupils and a risk mitigation form is completed for all pupils with an EHCP to ensure necessary support is provided	✓				
	Arrangements are in place to check the welfare of vulnerable children who are not attending school/setting, and other pupils where there is a safeguarding concern	✓				
	Parents are informed of hygiene expectations and for the need to communicate this message in the home environment	✓				

	The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents			➤ All staff are trained in the new rules and routines, including the use sanctions and rewards		
	Coronavirus Posters are posted around school/setting i.e. Reception, dining hall and in corridors	✓				
	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Precautionary transmission measures not being followed in school	Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired	✓		➤		
	Staff will follow the Derbyshire County Council 'PPE requirements for staff' guidance where required. <b>Note</b> ; most staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.					
	The school uses a cashless system to limit dash handling					
	Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school	✓				
	Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles	✓				
	Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves. Eating and /drinking is in line with government guidelines.	✓				
	Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work	✓				
	All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work	✓				
	Toilets are only (wherever possible) used by 1 member of staff at a time	✓				
	Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other	✓				

	equipment with different staff and pupil groups			<p><b>Note;</b> parents, carers and settings do not require to take children's temperatures every morning. Routine testing of an individual's temperature is not reliable method of identifying coronavirus.</p> <p>➤ Parents may wish to send their hand wipes and sanitisers into school with pupils (<b>soap and water is more effective than using sanitisers</b>)</p> <p>➤ Foot operated lidded bins (avoiding hand contact) are provided in key locations i.e. classrooms</p>		
	Handwashing techniques are explained to all pupils	✓				
	A member of staff will greet each pupil and ensure they wash their hands immediately on arrival before they go straight to the classroom					
	Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> <li>cover your cough or sneeze with a tissue</li> <li>If you don't have any tissues available, then cough and sneeze into the crook of your elbow</li> <li>throw the tissue in a bin</li> <li>Avoid touching your eyes, nose and mouth with unwashed hands</li> </ul>	✓				
	All pupils are asked and reminded to wash their hands; <ul style="list-style-type: none"> <li>before leaving home and on arrival at school</li> <li>after using the toilet and after breaks and sporting activities</li> <li>before food preparation and eating any food, including snacks</li> <li>before leaving school</li> </ul>	✓				
	Pupils are seated at the same desk each day if they attend on consecutive days. Equipment, stationary and text books are not shared and should remain with that pupils on their desk. Pupils do not share their own exercise books					
	External doors and windows are opened to allow additional ventilation, where possible (including offices) Where possible and weather permitting, the school will try to maximise the use of outdoor spaces for teaching. Staff and pupils do not wear face masks or face coverings in schools unless it is a requirement of an authorised/competent risk assessment.					
	Supervision of pupils washing hands correctly in school is periodically undertaken by staff	✓				
Social distancing failure	The site has been assessed by the school internally and externally to identify the number of pupils the school can safely admit and the appropriate use of those areas. This includes outdoor play areas, car parking, access and drop off points, school entrances, reception areas, classrooms, break out spaces, corridor spaces for one way movement if necessary, staircases and stairwells, sporting areas, dining areas etc			<p>➤ Social distancing signage and floor markers/cones are used where practical</p> <p>➤ Rush hour avoidance strategy includes pupils arriving and leaving</p>		

	Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for			<p>at different times i.e. groups (bubbles) arrive at 8.30, 8.45 and 9, etc</p> 		
	An office desk and seating allocation plan has been drawn up for staff to achieve 2 metre social distancing					
	A classroom desk and seating allocation plan has been drawn up for staff and pupils. This includes a designated desk and chair assigned to each pupil to achieve social distancing in class					
	School classes are split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant). Everyone is a minimum of 2 metres apart and where 2 metre social distancing cannot be achieved, the number of pupils will be reduced. From 4 <sup>th</sup> July the 2 metres rule has been reduced to 1 metre plus by the government. If we can not ensure 2 metre the mitigation put in place is the member of staff will wear mask and gloves and all surfaces wiped regularly.					
	For very small secondary school classes resulting from halving, space has been rearranged to make it acceptable to have more than half in a class.					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Social distancing failure	On arrival pupils will line up respecting social distancing rules			<ul style="list-style-type: none"> <li>➤ Social distancing floor markers/ sports cones are used where practical with two metres between them</li> <li>➤ A solutions might involve children/pupils attending a nearby school</li> </ul>		
	Cloakrooms are not used, and pupils are to place their bag(s) under their desk and their coat on the backs of their chairs					
	If there are not enough classrooms/spaces available in the setting or there is not enough available teachers/staff to supervise the groups, contact will be made with our Local Authority or Trust for further advice					

	Teachers and pupils are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school			➤ Outdoor equipment is taken out of use if it cannot be sufficiently cleaned between groups of pupils using it		
	Support staff/Teaching Assistants are drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting					
	Where and when possible, groups will use direct external doors into classrooms to reduce the footfall along corridors and circulation routes					
	When outdoor equipment is used, it is cleaned between small groups of children using it, and multiple groups do not use it simultaneously					
	Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk)					
	Soft furnishings, soft toys, unnecessary items and toys that are hard to clean (such as those with intricate parts) are removed unless they are to remain with that individual and will not be shared unless cleaned					
	As much as possible, staff seek to prevent the sharing of food, drink, utensils, equipment and toys					
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued)						
Social distancing failure	School entrance reception desk/point has a screen or a physical barrier that creates a 2 metre gap between the visitor and member of staff			➤		
	Visitors are reminded to keep a 2 metre gap between other visitors In green signage/ Use social distancing floor markers where queues cannot be eliminated					
	To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries					

	Any essential face to face meeting is undertaken maintaining 2 metre social distancing.			➤ Signage is used to support direction of travel i.e. suitable tape for marking floors and laminated notices located at pupil's eye level		
	As much as possible, pupils and staff are spaced apart at all times i.e. <ul style="list-style-type: none"> <li>the use of staff rooms and offices are staggered to limit occupancy</li> <li>using a one-way circulation direction of travel rule i.e. keep left</li> <li>assembly groups, break times (including lunch) are staggered to minimise staff and pupils contact and mixing</li> <li>avoiding unnecessary gatherings</li> <li>using social distancing floor markers outside of classrooms where queues cannot be eliminated</li> <li>pupils to leave the class, a row at a time to manage pinch points</li> <li>sitting one pupil to one table (that would normally sit two pupils) minimum 2 metres, including design and technology</li> <li>there are arrangements for breaks/play times, so that only one group of maximum 15 pupils are in the same play/sports/field area at one time</li> <li>structured non-contact play is introduced</li> <li>pupils using toilet and welfare facilities at one time are limited</li> <li>each group has a designated set of toilets to use (where feasible)</li> </ul>					
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Social distancing failure	Throughout meal service times, social distancing rules in queues, seating and eating are followed			➤ Social distancing floor markers are used where practical		
	Staff and pupils are reminded to wash their hands prior to eating					
	Groups are kept apart as much as possible and tables are cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms based on co-operation with and following all school/catering supplier/kitchen risk assessments			➤ Hand sanitiser is used as a second option if handwashing is not viable		



	Trays/crockery/utensils are handed to the pupils individually by a member of staff wearing appropriate PPE gloves			➤ Social distancing floor markers/cones are used where practical		
	Pupils do not carry plates/trays of food/drinks up or down stairs					
	Trays/crockery/utensils are returned to a designated point by the individual pupils/staff where possible					
	A suitable drop off and pick up points where parents can socially distance has been established					
	Pupil drop-off and collection times are staggered (including avoiding peak times) with parents informed that where a pupil needs to be accompanied to the setting, only one parent should attend					
	Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the playground/school premises to talk to other parents					
	Checks are made with the school's arranged transport provider(s); 1. Are they running? 2. Are they following Government safer travel guidance for passengers?					
	Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers and discouraged from gathering at school entrance gates or doors					
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
High demand for places where there is not enough staff or provision capacity	Contact is made with our Local Authority/Trust to identify and coordinate support from other schools in the area			➤		
	Collaboration is arranged between schools/setting and children and/or staff from other settings if they are clustered into one place to share resources					
	An assessment of Teachers and other school/setting staff needed to keep schools/setting open is continually made daily. Contact is made with the Local Authority/Trust if in doubt when making decisions					

	If capacity of staff cannot be achieved to keep the school/setting open, then the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds			➤ Inform staff and contact parents with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school		
	If there is a need to move any pupils, teachers or other school/setting staff to an alternative school/setting, we will liaise with the Local Authority/Trust					
Staff and / or pupils attending the school temporarily from a different school	An appropriate health and safety induction to the school/setting is provided covering essential points i.e. hygiene, welfare, safeguarding, fire safety and first aid			➤		
	Where possible the school/setting will implement social distancing and temporary staff and/or pupils will be kept separate by location and timings i.e. staggered lunchtime and breaks, allocating different areas of the dining hall to have lunch, using different playgrounds and toilets etc					
	For all pupils with EHCPs, staff are to liaise with SEND key worker to monitor provision in place					
	All contact points for new staff and / or pupils is collated to ensure effective communication channels					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Staff and pupil wellbeing	Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision			➤		
	Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and for pupils, make friends again					

	The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable - This has been agreed and supported by the school Governors					
	Staff to take breaks during their groups play/break times with another member of staff supervising whilst observing social distancing					
	Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority/Trust procedure					
Staff, pupils or visitors develops symptoms of coronavirus (COVID-19) on site	When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days			➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested		
	Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)					
	Staff and Headteacher/Manager/(Senior Leadership Team) make appropriate communications arrangements for wellbeing					
	Pupil reported to Head Teacher/Manager/(Senior Leadership Team) and taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupils needs					
What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Staff, pupils or visitors	A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)			➤		

develops symptoms of coronavirus (COVID-19) on site	PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (see Derbyshire County Council PPE requirements for staff guidance) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C)			➤ Staff are also informed		
	Parents informed of their child developments and asked to collect immediately					
	In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.					
	Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)					
Confirmed staff or pupil Covid-19 case	Where the child, young person or staff member tests positive, the rest of their class or group within their education setting will be sent home and advised to self-isolate for 14 days			➤ All staff and pupils have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested		
	Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u> , for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'					
	Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Lack of hygiene provision and effective cleaning	Where safe guarding and security is not adversely affected, all <ul style="list-style-type: none"> <li>internal doors that are not designated fire doors</li> <li>fire doors with automatic closers</li> <li>doors that do not need to be kept closed for security reasons</li> </ul> are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates			<p>➤</p> <p>➤ Note; hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides</p> <p>➤ Contact is made with Property Services/Facilities Management/Trust for availability of site staff</p>		
	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use					
	Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply					
	Additional cleaning requirements have been agreed with site staff/cleaning contractors, which may include additional hours to allow for this					
	Site staff follow (existing) cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc					
	Classrooms, desks and chairs are cleaned at the end of the of the day and between different groups using the same furniture					
	While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling					
	The school/setting would pursue; <ul style="list-style-type: none"> <li>replacement/cover site staff if the duties are contracted in</li> <li>sharing site staff support from another school/setting</li> <li>external cleaning services</li> <li>temporary workers if alternative arrangements cannot be made</li> </ul>					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<i>(Continued)</i>						
Site staff absence	If site cannot be cleaned, the school/setting will contact the Local Authority/Trust for further advice before making decisions to temporarily close on health and safety grounds			➤ Staff and parents are informed with Derbyshire County Council/Trust Communications agreed statement if the school is to temporarily close or move staff and pupils to another school		
Effective cleaning no longer available	Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover					
Unsafe Buildings	All statutory inspections are up to date and compliant			➤		
Operating in a different manner to normal operation	Contact is made with Property Services/Facilities Management/Trust if any problems are identified					
	The operational Fire risk assessment has been reviewed and appropriate controls are in place					
	The school/setting has a system for knowing who is in the school when open					
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)					
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off					
	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building					
	Staff know where utility isolation points and firefighting equipment are					
	Activities undertaken do not increase the potential for fire					
	Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling <b>for drill purposes only</b>					
	Alarm points and the Fire log book checks are completed					

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
Travelling to and from work	Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport a mask must be worn and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)	✓				
	Staff are advised to keep up to date about reduced public services and closed stations	✓				
	Staff try to avoid rush hours and busy times if they can	✓				
Driving to and from work	If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can	✓				
	Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. <b>REMEMBER</b> if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)	✓				
Fire  Operating in a different manner to normal operation	The operational Fire risk assessment has been reviewed and appropriate controls are in place	✓		➤ Follow normal exit route and congregate on Fielden Close as normal.		
	The school/setting has a system for knowing who is in the school when open	✓				
	Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary)	✓				
	There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off.	✓				

What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
(Continued) Fire	Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building	N A		➤		
Reduced staffing levels, staffing and pupils from other schools using the building, limited areas of the school being used	Staff know where firefighting equipment is	✓				
	Activities undertaken do not increase the potential for fire	✓				
	Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling <b>for drill purposes only</b>	✓				
	Alarm points and the Fire log book checks are completed	✓				
				➤		

In agreement with Government guidance the School/Setting will endeavour to be flexible and work together with the Local Authority/Trust to ensure that different settings are supported to stay open wherever possible, taking into account their circumstances and cohort (for example, special settings and alternative provision).



What are the hazards?	Generic Control Measures	✓ X N/A	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>Visitors in school to bring or collect pupils</b>	<p>We have poster and although no tape our limited numbers ensure the Lobby Area of the office is a safe place to do this and keeps just one egress point.</p> <p>All door handles are disinfected and if a parent brings back books they are left for 72 hours before removing from the Lobby Area.</p>	✓		➤		