


<b>Task / Activity</b> <i>Describe what activity this assessment covers</i>	<b>Coronavirus (COVID-19) Risk Assessment for Extratime Settings</b>		
<b>Workplace</b> <i>Describe where this activity takes place</i>	Herons Dale School Hill Park School (Lower Site & Upper Site) Woodingdean Youth Centre Downs View School Portslade Village Centre <i>NB: Portslade Village Centre is managed by Extratime</i>		
<b>Date</b>	01/04/2022	<b>Review Date</b>	Ongoing and when government guidance changes
<b>Assessor</b>	Rebecca Jenkins HR & Operations Lead	<b>Signature</b>	
<b>Staff involved in assessment</b>	Sam Price	<b>Version</b>	4

Likelihood		Severity
Almost Impossible	1	Insignificant (minor injury, no time off)
Unlikely	2	Minor (non-permanent injury, up to 3 days off)
Possible	3	Moderate (injury causing more than 3 days off)
Likely	4	Major Injury
Almost Certain	5	Catastrophic (death/s)
<b>Risk rating</b> Likelihood X Severity		
<div> <div>Low = 1-8</div> <div>Moderate = 9-15</div> <div>High = 16-25</div> </div>		

Description of Hazard		Consequence of Hazard	Persons at Risk	Pre Controls Risk Rating			Current Control Measures	With Controls Risk Rating		
				L	S	R		L	S	R
1	Spread of COVID-19 through Extratime settings, users and wider community	<ul style="list-style-type: none"> <li>Serious illness or death</li> <li>Further spread of infection</li> <li>Broader impact on schools and Extratime capacity to run</li> <li>Impact on NHS and other public services</li> </ul>	<ul style="list-style-type: none"> <li>CYP</li> <li>Staff</li> <li>Parent Carers</li> <li>Other venue users</li> <li>Wider community</li> </ul>	5	3	15	Throughout the coronavirus (COVID-19) pandemic Extratime is carefully following Government guidance and local authority advice. This provides the baseline 'System of Control' measures in place to reduce the risk of infection and transmission.  National restrictions changed in February and on 1 <sup>st</sup> April 2022 in line with the government's plan for living with COVID-19.  The changes include:	3	3	9

						<ul style="list-style-type: none"> <li>• Removing the remaining legal restrictions for self-isolation for people who tested positive for COVID-19 and anyone identified as a close contact</li> <li>• Ending access to free testing in England (LFD and PCR tests)</li> <li>• Withdrawing most of the setting-specific guidance put in place during the pandemic, including guidance for Out of School Settings and Schools, and updating it with general guidance: <a href="#">Living safely with respiratory infections, including COVID-19</a></li> </ul> <p>This risk assessment reflects the measures Extratime is taking to minimise the ongoing risk of COVID-19 spreading through the Extratime community of staff and families as restrictions have lifted.</p> <p>It also recognises the positive impact of vaccinations and boosters which reduce the severity of the virus for most people, including Extratime staff.</p> <p>Extratime works closely with schools, Local Authorities and other partners to ensure that health and safety measures to minimise the risk of COVID-19 infection/transmission are robust, regularly reviewed and updated in line with the latest guidance and or insight.</p> <p><b>High Vigilance of COVID-19 &amp; Respiratory Infection Symptoms</b></p> <ul style="list-style-type: none"> <li>• High 'COVID-19 symptoms' awareness and vigilance within staff teams. Anyone showing symptoms at an Extratime setting must be isolated and sent home. See (2) below for managing a suspected case of COVID-19.</li> <li>• No one can attend sessions or enter venues if they are displaying COVID-19 symptoms.</li> <li>• Staff/parent carers/CYP will be instructed to stay away and follow government advice if they have suspected or confirmed COVID-19 symptoms:</li> </ul>			
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						<ul style="list-style-type: none"> <li>○ a high temperature – this means they feel hot to touch on their chest or back or have a temperature above 37.8 degrees Celsius</li> <li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>○ a loss of, or change in, normal sense of taste or smell (anosmia)</li> </ul> <ul style="list-style-type: none"> <li>● In addition to known COVID-19 symptoms, anyone who has symptoms of a respiratory infection is advised to try to stay at home and avoid contact with other people. These symptoms include: <ul style="list-style-type: none"> <li>○ continuous cough</li> <li>○ high temperature, fever or chills</li> <li>○ shortness of breath</li> <li>○ unexplained tiredness, lack of energy</li> <li>○ muscle aches or pains that are not due to exercise</li> <li>○ not wanting to eat or not feeling hungry</li> <li>○ headache that is unusual or longer lasting than usual</li> <li>○ sore throat, stuffy or runny nose</li> <li>○ diarrhoea, feeling sick or being sick</li> </ul> </li> <li>● Anyone at Extratime with these symptoms may also be isolated, asked to take a LFD test (if available) and/or asked to go home.</li> <li>● In the event of a confirmed case (positive LFD or PCR test result) of COVID-19, Extratime must be informed and will follow up with staff and families as soon as possible (same day).</li> </ul> <p><b>COVID-19 Vaccinations</b></p> <ul style="list-style-type: none"> <li>● All Extratime staff are strongly encouraged to have COVID-19 vaccinations and boosters. This reduces risk of infection and the risk of transmitting the virus to others.</li> <li>● Whilst this isn't mandatory, we understand the majority of staff have had both vaccinations.</li> <li>● All team members have been strongly encouraged to receive booster jabs as soon as they are eligible.</li> </ul>			
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						<p><b>Home LFD Tests</b></p> <ul style="list-style-type: none"> <li>• All Extratime staff are strongly advised to use Lateral Flow Device (LFD) home testing kits to test themselves for COVID twice a week. This is to help protect themselves, their household, colleagues and children/young people at Extratime. Test kits will be provided to staff for as long as Extratime has stock available.</li> <li>• Extratime must immediately be informed of any positive or inconclusive LFD test results.</li> </ul> <p><b>Signing In/Out</b></p> <ul style="list-style-type: none"> <li>• All staff and CYP must be signed in and out when attending Extratime settings. These records will be kept as per our normal process.</li> </ul> <p><b>Strict Hygiene Measures</b> When at Extratime settings staff will:</p> <ul style="list-style-type: none"> <li>• Wash their hands with soap for at least 20 seconds on arrival</li> <li>• Wash their hands and/or use hand sanitiser at least hourly and: before and after eating and handling food, providing personal care, using bathroom, providing toilet / changing support, if there is a risk of bodily fluids transmission.</li> <li>• Support CYP with good hygiene, including hand washing on arrival and throughout the session. Hand sanitiser/antibac wipes are available if CYP are unable to wash hands.</li> <li>• Wear long hair tied back and remove jewellery.</li> <li>• Use good respiratory hygiene, promoting the 'catch it, bin it, kill it' approach.</li> <li>• Read and follow posters/directions displayed around venues.</li> <li>• Wear PPE properly and as directed below.</li> </ul> <p><b>PPE</b> Full PPE (fresh gloves, apron, disposable face mask and goggles/visor) must be worn when staff are supporting a CYP showing suspected COVID-19 symptoms.</p>			
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							<p>The PPE protocols below are to be followed throughout each session at all settings:</p> <ul style="list-style-type: none"> <li>• Surgical Type II face masks: All staff to wear a surgical face mask: <ul style="list-style-type: none"> <li>○ When in close contact with a child, young person, adult (e.g. during toileting/personal care, supporting a child or young person with eating/drinking, administering medication/gastrostomy, supporting challenging behaviour)</li> <li>○ When in contact with a child, young person, adult in enclosed spaces (e.g. small rooms/spaces, rooms/spaces without ventilation)</li> <li>○ When there is a higher risk of bodily fluids transmission (e.g. child, young person known to spit)</li> <li>○ When identified as part of a child or young person's care plan in their Needs &amp; Risk Assessment</li> <li>○ If required as part of a venue or Extratime's Coronavirus (COVID-19) risk assessment</li> <li>○ All staff must read and familiarise themselves with <u><a href="#">Guidance on the Use of Face Coverings/Masks at Extratime</a></u> for more detailed information. A copy of this will be sent to all staff.</li> </ul> </li> <li>• Gloves to be worn/changed: before and after eating and handling food, providing personal care, using bathroom, providing toilet/changing support, if there is a risk of bodily fluids transmission (e.g. dribbling), and when cleaning.</li> <li>• Aprons to be used: before and after eating and handling food, personal care, providing toilet/changing support, working with children where bodily fluids present (e.g. dribbling etc), cleaning.</li> <li>• Staff can also choose to wear PPE, including face masks, gloves and/or visors/goggles at other times.</li> </ul> <p><b>Use of Space</b></p> <ul style="list-style-type: none"> <li>• Staff and CYP will use outside space as much as possible.</li> <li>• When inside, staff and CYP will use all available space.</li> <li>• Ventilation will be increased by opening windows and doors where safe and possible. In colder weather</li> </ul>			
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							<p>windows should be opened enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Increasing the ventilation while spaces are unoccupied</li> <li>• Re-arranging furniture where possible to avoid direct draughts</li> <li>• Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</li> <li>• Visitors in venues will be limited when Extratime is running.</li> </ul> <p><b>Outside Space</b></p> <ul style="list-style-type: none"> <li>• Play/outside equipment will be cleaned by staff after being used by a child/young person and at the end of the session.</li> <li>• High touch areas will be cleaned during the session. Individual arrangements are set out in setting-specific checklists, which must be signed by staff to confirm cleaning has taken place.</li> </ul> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• CYP who need support with personal care will continue to be supported by two staff members. Staff members to minimise the risk of transmission by: <ul style="list-style-type: none"> <li>○ Being 'bare below the elbow' as much as possible, e.g. rolling long sleeves to the elbow.</li> <li>○ Washing hands/wrists/forearms before/after supporting CYP.</li> <li>○ Wearing PPE.</li> <li>○ Maintaining physical distance as much as possible.</li> </ul> </li> <li>• Hand sanitiser will be available at all toilets.</li> <li>• Where possible/appropriate, ventilation will be increased by fixing doors open.</li> </ul>			
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							<ul style="list-style-type: none"> <li>• Areas touched by staff/CYP cleaned after each use (taps, flush handle, toilet seat, soap dispenser etc); appropriate cleaning products available for staff members in venues.</li> <li>• Toilets will be cleaned as part of the venue-wide clean during the session. Individual arrangements are set out in setting-specific checklists, which must be signed by staff to confirm cleaning has taken place.</li> </ul> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Cookery and food preparation will be in line with the 'Cooking &amp; Food Handling in Settings' risk assessment.</li> <li>• External workshops providers will be expected to carefully follow Extratime's working practices.</li> <li>• Outside activities will be encouraged at all times.</li> <li>• When indoors, all available space will be used.</li> <li>• Where appropriate, and at the Venue Lead's discretion, individual sensory activity packs will be provided to replace shared materials/consumables, e.g. water/sand play, arts and crafts.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Venues will be cleaned after every session, either by contract cleaners or the staff team.</li> <li>• Additional cleaning of high-touch surfaces/areas, including staff and toilet areas, will be completed during the session. Individual arrangements are set out in setting-specific checklists, which must be signed by staff to confirm cleaning has taken place.</li> <li>• Toys/materials/equipment (inside and outside) will be cleaned by staff after each child/young person uses them and by staff at the end of the session.</li> <li>• Staff team to clean shared staff resources used each day, e.g. folders, phones, PCs.</li> <li>• COSHH regulations and arrangements apply. COSHH documents are at each setting, key Extratime staff have received training.</li> <li>• Appropriate cleaning products are available for staff members in venues.</li> </ul>			
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						<ul style="list-style-type: none"> <li>• In order to be effective it is vital that cleaning materials and tools (e.g. foggers) are used as directed on the product instructions, e.g. cleaning product left on surfaces for the specified time before wiping off.</li> </ul> <p><b>Waste Management</b></p> <ul style="list-style-type: none"> <li>• Hygiene bins are in place and regularly replaced by contractors/school caretakers at venues.</li> <li>• Additional waste bins are located around each venue.</li> <li>• Any potentially COVID-19 contaminated waste (PPE/tissues/disposable cloths) used/worn by the person or others supporting them must be carefully disposed of as outlined in <u>Managing a Suspected or Confirmed Case of COVID-19 at Extratime</u></li> </ul> <p><b>Staff Training &amp; Communication</b></p> <ul style="list-style-type: none"> <li>• Staff will be provided with a Staff Guidance document that sets out the measures and working practices contained in this risk assessment ahead of working at Extratime settings.</li> <li>• Staff will be asked to confirm they have read and understood the document above and are clear on the actions they must follow in order to keep everyone safe.</li> <li>• Daily briefing/debrief meetings will be used to highlight and remind staff of COVID-secure measures and their role in keeping everyone safe.</li> <li>• Staff teams have been instructed to report/share any concerns and encouraged to make suggestions regarding COVID-secure measures and working practices.</li> <li>• Staff teams will be updated on any changes to the measures and working practices contained in this risk assessment and/or setting-specific Staff Guidance documents.</li> </ul> <p><b>Parent Carer Communication</b></p> <ul style="list-style-type: none"> <li>• Parent Carers are advised of the measures we are taking to keep everyone safe and actions they must follow to support these.</li> </ul>			
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2	Suspected or confirmed case of COVID-19 at Extratime	<ul style="list-style-type: none"> <li>Serious illness or death</li> <li>Further spread of infection</li> <li>Broader impact on other CYP/staff/the wider school and local community</li> </ul>	<ul style="list-style-type: none"> <li>CYP</li> <li>Staff</li> <li>Parent Carers</li> <li>Other venue users</li> <li>Wider community</li> </ul>	4	3	12	<p><b>All of the above plus:</b></p> <ul style="list-style-type: none"> <li><b><u>Managing a Suspected or Confirmed Case of COVID-19 at Extratime</u></b>, which sets out steps for: <ol style="list-style-type: none"> <li>Isolating the individual</li> <li>Advice for symptomatic individual/Parent Carer (isolation and testing)</li> <li>Hygiene and cleaning</li> <li>Actions following LFD/PCR test results</li> <li>Managing a confirmed case</li> </ol> </li> <li><b><u>Managing Close Contacts of Confirmed Cases at Extratime</u></b></li> </ul> <p><b>1. Isolating individual within the setting</b></p> <ul style="list-style-type: none"> <li>Where possible, <b>move the individual to a comfortable place, preferably outside</b>. If this is not appropriate use the isolation area identified at the venue and open windows for ventilation. Individual venue arrangements are set out in <u>Managing a Suspected or Confirmed Case of COVID-19 at Extratime</u>.</li> <li>If it is not possible to isolate them, move them to an area (preferably well ventilated) which is at least 2 metres away from other people.</li> <li>If possible, the individual should be left alone and given a disposable face mask to put on.</li> <li><b>Staff supporting the individual should put on fresh PPE as soon as possible (apron, gloves, disposable face mask, visor/goggles).</b></li> <li>Staff must inform the Venue Lead or Deputy of the situation immediately. The Venue Lead, Deputy or a designated staff member will contact a member of Extratime management team as soon as possible once the person has been isolated (Office 01273 420580 or Sam Price on 07909 633033).</li> <li><b>Arrangements must be made for the person to leave the premises as soon as possible.</b> Either the child/young person's Parent Carer should collect them or the staff member should make their own way home, using their own phone to contact a household member to collect them.</li> </ul>	3	3	9
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							<ul style="list-style-type: none"> <li>• If the person needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must then be marked out of order until it has been properly cleaned and disinfected.</li> <li>• If clinical advice is needed, the individual/staff should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if the individual is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• <b>Anyone who has had contact with the symptomatic person must take extra care when removing/disposing of PPE and wash their hands thoroughly for 20 seconds.</b></li> </ul> <p><b>2. Actions &amp; information for the symptomatic individual/ their parent carer</b></p> <p><b>Before they leave the venue:</b></p> <ul style="list-style-type: none"> <li>• Subject to LFD test availability, ask the individual/parent carer to take a test and let Extratime know the result as soon as possible. Refer to point 4: <b>Action Following LFD/PCR Test Result</b> for guidance on what to do once the result is known.</li> <li>• If they cannot access LFD tests the symptomatic person should stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature (if they had one).</li> <li>• The individual and their contacts should follow government guidance: <a href="#">Guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19.</a></li> </ul> <p><b>3. Hygiene and Cleaning</b></p> <ul style="list-style-type: none"> <li>• <b>Any waste (PPE/tissues/disposable cloths) used/worn by the person or others supporting them must be carefully disposed of.</b></li> <li>• Individual venue arrangements for waste disposal are set out in <u><i>Managing a Suspected or Confirmed Case of COVID-19 at Extratime.</i></u></li> </ul>			
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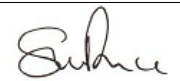
							<ul style="list-style-type: none"> <li>Any potentially contaminated surfaces in all areas used by the individual (including common/shared areas) must be cleaned (disinfected) as soon as possible.</li> </ul> <p><b>4. Action Following LFD/PCR Test Results</b></p> <ul style="list-style-type: none"> <li>If the test result is <b>negative</b> the individual can resume their usual activities. If the individual still has symptoms of a respiratory infection, such as COVID-19, and a high temperature or they do not feel well enough to go to work or carry out normal activities, they are advised to try to stay at home and avoid contact with other people.</li> <li>In the event of a <b>positive</b> test result (including tests done at home using LFD kits), the actions below will be followed. Extratime will advise staff and parent carers of the result and any action they need to take as soon as possible.</li> </ul> <p><b>5. Managing a Confirmed Case of COVID-19</b></p> <ul style="list-style-type: none"> <li>Any adult who tests <b>positive</b> for COVID-19 must not come to Extratime for the 5 days after the day they took the test. They are strongly advised to stay at home and avoid contact with people.</li> <li>Any CYP who tests positive for COVID-19 must not come to Extratime for the 3 days after the day they took the test. They are strongly advised to stay at home and avoid contact with people.</li> <li>The individual and their contacts should follow government guidance: <a href="#">Guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19.</a></li> <li>Whilst we make every effort to remain open, in the event of either a suspected (showing symptoms/awaiting test results) or confirmed case (positive test result), Extratime may decide to close the setting partially or completely to prevent the spread of infection within all settings and the wider community.</li> <li>Subject to their availability, in these circumstances Extratime may also encourage staff and children/young people to use daily LFD tests for 7 days.</li> </ul>			
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							<b>6. Managing Close Contacts of Confirmed Cases</b> <ul style="list-style-type: none"> <li>Close contacts of positive cases should: <ul style="list-style-type: none"> <li>➤ Avoid contact with people at high increased risk of severe illness from COVID-19, such as people with pre-existing medical conditions</li> <li>➤ Take extra care in practising social distancing and good hygiene</li> <li>➤ Watch out for symptoms and notify Extratime if they develop within the 10 day infectious period. Individuals with symptoms should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature (if they have one)</li> </ul> </li> <li>Subject to LFD test availability, close contacts of suspected or positive cases should take daily LFD tests for 7 days following contact. Extratime must be informed of a positive test result immediately.</li> <li>Extratime colleagues who are close contacts of positive cases may be asked to wear a surgical face mask when working at Extratime if they are not able to take daily LFD tests for 7 days following contact.</li> </ul>			
3	Shortage of PPE / cleaning products	<ul style="list-style-type: none"> <li>Spread of infection</li> <li>Serious illness or death</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Adequate supplies of PPE are provided and are on site. Venue Leads will check stock levels daily and replenish supplies as needed.</li> <li>Hand sanitiser is available at each setting.</li> <li>Anti-bac wipes/spray are available for use on high touch areas and resources used by CYP and staff.</li> <li>Spare PPE is stored at Portslade Village Centre, with stock levels checked on a regular basis.</li> <li>If PPE levels become too low to operate, Extratime has discretion to temporarily close settings or cancel sessions.</li> </ul>	1	3	3
4	Staffing falls below a safe level (staff absence due to illness or positive test)	<ul style="list-style-type: none"> <li>Staff are unable to provide appropriate level of care and support for children</li> <li>Staff are unable to maintain required levels of hygiene,</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> <li>Parent carers</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>If staffing falls below a safe level, Extratime may need to cancel individual places or even the whole session that day/week. This has been explained to families and all stakeholders. To minimise this the following arrangements are in place: <ul style="list-style-type: none"> <li>➤ Extratime staff wear surgical face masks for close contact work, reducing the risk of transmission and absence.</li> </ul> </li> </ul>	3	4	12

		<p>health and safety measures</p> <ul style="list-style-type: none"> <li>Individual places and/or the whole session will be cancelled</li> </ul>					<ul style="list-style-type: none"> <li>➤ Each setting is staffed by Play/Youth Workers who have confirmed shifts.</li> <li>➤ Where possible at holiday schemes, cover shifts have been built into the rota.</li> <li>➤ Staff can work at more than one setting, enabling flexibility to cover absences.</li> <li>➤ Extratime's team of Bank staff will be contacted in the event of sickness absence. Bank staff can work at more than one setting.</li> </ul>			
5	Child/young person attendance becomes too low	<ul style="list-style-type: none"> <li>Remaining children do not have the social experience</li> <li>The session becomes over staffed for the children present</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> <li>Parent carers</li> </ul>	1	1	1	<ul style="list-style-type: none"> <li>As a key purpose of Extratime's services is childcare, they will continue to run for all CYP present.</li> <li>If circumstances allow and there is space we will offer places to CYP on the waitlist and/or additional sessions to CYP already attending.</li> <li>Settings and/or sessions could be temporarily closed/cancelled if necessary.</li> <li>In the event of closure, staff will be paid for shifts cancelled within 48 hours.</li> </ul>	1	1	1
6	Further Government direction	<ul style="list-style-type: none"> <li>Impact on the ability to keep settings open</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> <li>Parent Carers</li> <li>Wider community</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Government guidance and local advice prioritises childcare and out of school activities for children and young people with SEND so this is unlikely.</li> <li>Extratime is responsive to government guidance updates and local authority advice.</li> <li>Extratime will continue to have clear communications with venues and schools where we run our services and work together to meet government guidance and our own policies.</li> </ul>	1	4	4
7	Other health and safety factors	<ul style="list-style-type: none"> <li>Serious illness or death</li> <li>Further spread of infection</li> <li>Broader impact on school and Extratime capacity to run</li> <li>Impact on NHS and other public services</li> </ul>	<ul style="list-style-type: none"> <li>Children and young people</li> <li>Staff</li> <li>Parent Carers</li> <li>Wider community</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Staff are trained in all aspects of Extratime's Health and Safety policy, which maintains high standards of health, safety and security across all settings.</li> <li>Risk management procedures would identify additional concerns and would be raised through line management routes.</li> <li>Further measures would be actioned as and where necessary.</li> </ul>	2	4	8

Recommended Control Measures		Revised Risk			Management Action Plan and Implementation Date(s)		
		L	S	R	Action	By Whom	Deadline
1.	The regular updates in government guidance mean the measures above need to be regularly reviewed to ensure Extratime is doing everything within its control to minimise the risk of infection/transmission.	x			Regular review of this Risk Assessment to ensure measures remain robust, up to date and aligned with those being take at school/partner organisations.	Rebecca Jenkins	Monthly and when guidance changes
<b>Generic Risk Assessments - Is an additional site specific assessment required?</b> Where generic assessments are produced the actual workplace must be checked to ensure other hazards have not been ommitted (tick appropriate box)		No	x	Yes		Assessor Signature	

*See signature page below*

Signature of CEO: Sam Price		Date	4.4.22
Signature of Venue Lead: Sophy Roberto	Sophy Roberto (by email)	Date	05/04/22
Signature of Venue Lead: Chloe Lucas	Chloe Lucas (by email)	Date	13/04/22
Signature of Venue Lead: Kelly Conway		Date	
Signature of Venue Lead: Giorgina Dell'Anna	Giorgina Dell'Anna (by email)	Date	13/04/22
Signature of Venue Lead: James Poole	James Poole (by email)	Date	11/04/22