

Risk Assessment and Risk Management Record

Offsite Activities and Educational Visits

Outdoor Education, PE & DfE Service



Risk Assessment for COVID-19 Reopening for Yr R, 1 and 6 plus keyworkers, vulnerable, EHCP and staff children

Date: Version 1 19.05.2020 updated 1 June 2020 see in red

Carrie Almond Finance Manager

Benefits (aims, objectives, intended outcomes) This is in place unless we receive further guidance from the DFE (daily updates received) which requires us to alter this RA. This will be reviewed regularly using government guidance and DFE advice. Any significant changes will be updated in this RA, however basic updates will be communicated as a daily update email from Caroline Sice.

NOTE: We will make reasonable endeavours to meet social distancing guidelines, we are however a school and here to care for children, so although every effort will be made we cannot guarantee social distancing for children or staff.
As Covid-19 is new to everyone this has been written with what we know now with the guidance available to us we have also assumed the highest risk rating to all areas as the situation is brand new and constantly evolving

Hazards: <i>(e.g. related to: setting, activity, travel, accommodation, behaviour, weather)</i>	Associated Risks:	Who is at Risk?	List existing controls or attach information. Identify action needed for risks for which these controls are not adequate: <i>(e.g. school policy re: behaviour on school trips administering medicines, accident procedures)</i>	Responsibility: <i>(This could relate to specific teachers, adults or groups)</i>
Children/staff/visitors/contractors, trustees, members– catching COVID 19 or passing on the virus to another party	Becoming ill Passing on to make someone else ill	All children All staff All Family members Community LOO: 5 DOH: 5 RR: 25	<p style="text-align: center;"><u>MINIMISING & REDUCING CONTACT</u></p> <ul style="list-style-type: none"> • Limited number of children per group (bubble) in school in line with government guidance of provision for key workers, EHCP, children with named social worker and additional vulnerable identified children, Yr R, 1 and 6 • Max of 15 children per group (bubble) and staff allocated to stay with that bubble daily, spare staff onsite in different work areas who will stay separate and on hand if needed to cover staff sickness. Bubbles have been listed in the attached plan and these bubbles should remain consistent and staff and children should avoid mixing outside of these allocated bubbles. IN EYFS this may not always be possible. • If we have more than 15 will need to arrange another bubble with the spare staff in school 	<p style="text-align: center;">All staff All children All visitors All contractors All trustees All members</p>

			<ul style="list-style-type: none"> • Staggered drop and collection as per attached plan, families to be 2m away from each. Social distance handovers to take place. • Access points for drop off and collection as per attached plan. • Messages to be taken on message sheet by LSAs observing 2m social distance rule and then shared with necessary staff in school – LSAs can wear mask if they wish • Classroom layouts, resource usage and access to areas as per attached plan – tables spread out, limited contact with peers, social distancing in place where possible – have advised families and staff in writing that we will do our best but cannot guarantee social distancing • Please organise systems to minimise gatherings of children, call them one by one to get coats and lunchboxes and establish new safety rules and how to line up with 2m gaps and walking around school. (Yr 2-6) • Staggered use of staffroom as per attached plan, 2 additional staff rooms have been set up. Main office team can set up kettle in main office or medical room to avoid extra staff in staffrooms as don't have set break or lunch times. Please follow procedures in attached document. • Staff who are not allocated as classroom based staff will be in allocated areas as per attached plan to support homeworking children and be on hand should other staff become unwell <u>or more children attend and we need to increase number of bubbles</u> • 1 in 1 out of toilets, allocated toilets listed in attached plan • Children and staff breaks as per attached rota • Children and staff lunches are per attached plan • Allocated outside space for break and lunch times, children and staff must stay in their bubbles • 3 staffroom areas set up with rota 	
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			<ul style="list-style-type: none">• Meetings with families and outside agencies to take place virtually• Use of outdoor areas for learning when possible, being outside reduces risk• Families are not to enter school building for drop off or collection• Families have been asked to advise the Headteacher if staff are not permitted to comfort their child with a hug• Staff have been asked to advise Headteacher or their Team Lead if they are not happy to hug children • Staff to work side by side not face to face with other staff or children • Staff not to enter another room or bubble unless authorised to do so by SLT • Staff on gates for drop off and collection have option to wear mask if they wish • Staff to stay in their bubble for breaks and lunch and 2m away from other adults at all breaks • No car sharing by staff unless living in same household. • Staff entering and exiting the building must adhere to the 2m social distance when signing in, please don't congregate, please wait in turn 2m away from each other. Staff entering the building are to be prioritised over families needing to see the office. • On arrival to school before doing anything else staff MUST use antibac • Staff to sign in using lanyards rather than touch screen, if lanyard system not working then sign in on paper at main desk, please clean pen between uses.	
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			<ul style="list-style-type: none"> • Movement around school and classrooms to be minimised. Children not to visit the main office or wandering around school, establish new rules as they are used to freedom and independence in our school. • Walk on the left around school in single file • Children will be reminded about washing hands, social distancing and catch it bin it kill it • Children remain seated at end of day and called one at a time for social distance handover outside the classroom. All children to be dismissed BEFORE those children in The Den have are escorted to The Den. Den opens at 245pm, children must not be taken before this time. No use of playground equipment before or after school. Children and families encouraged to leave as soon as drop off or collection has taken place. • Assemblies to take place via video link • Transition for Yr 6 to Year 7 and preschool into Yr R will be carried out virtually with videos and video meetings • Interventions can only happen with children within the same bubble, cannot mix children from different bubbles • MSAs to stay with their allocated bubbles of children as per attached plan and rota • Year R access is gate in car park – first 3 car park spaces to be cordoned off for safe access • Office team to set up desk outside so that families do not need to come into the building – weather permitting <p><u>USE OF EQUIPMENT & RESOURCES</u></p> <ul style="list-style-type: none"> • Shoes – please leave outside classrooms or under own child's chair (not Yr R) 	
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			<ul style="list-style-type: none"> • Coats – please leave on own chair if not wet – if wet child places on labelled hanger in cupboard • Bubbles to have their own outside play equipment box not to be shared with other bubbles (Yr 2-6) • Bubbles to make up their own wet play games boxes (Yr 2-6) • No resources to be brought from home, packed lunch box only and PE kit once a week and taken home once used. • Resources to be labelled and numbered and kept on each table for individual child to use, no sharing. inc table and chair, pens, pencil, ruler, glue stick, scissors. Coat hanger also to be labelled and only used by that one child. • No cupboard monitors, children are unable to touch other peoples belongings • Water bottles to be labelled and kept on table • Water bottles not to be filled by children, cannot touch other Children's bottles. Staff to wash hands and then fill water bottles, sanitise hands before touching the next bottle, being extra careful not to touch the water spout when filling to avoid cross contamination. • Ipads MUST be cleaned before and after child or staff member uses • Remove any furniture from rooms to allow desks to be apart • Remove soft furnishings or resources which cannot easily be cleaned • Limit the transfer of "stuff" between school and home and vice versa • Library books to be taken for each class, when finished to be placed at 	
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back of hall for 14 day "rest" before being returned to the library. Please label box of books when the 14 day "rest" expires

- If you use shared resources e.g. paint pots and brushes, they must be cleaned before being returned for next bubble to use.
- Toys and resources that are not easily cleaned need to be used on a 14 day rota i.e. Lego used on a Monday by one bubble cannot be used by another bubble until the Monday of the 2nd week, or it remains in your classroom and cannot be used by another bubble. Would suggest creating a rota.
- Staff to use their own laptop/PC and iPad and not share with other staff
- Try to avoid using other people's equipment but if needed then sanitise after use.

SOCIAL DISTANCING IN SCHOOL OFFICE, SHARED OFFICES AND COMMUNAL AREAS

- School is cashless
- Office door to remain closed
- One parent at any one time on main reception 2m away from receptionist – desk is 1.5m so to stand 50cm from desk
- Only office team, Caroline and Carrie in main office
- Phone calls to be made from Dave's office, sanitise phone after use with wipes provided
- Other staff or children not to enter the main office
- If you need anything from office please ask
- Please stick to staffroom rota
- Family Team to rota use of office with little office and Carrie/Chloe's room

			<p>until Chloe returns to school – must sanitise desk, phone, computer and any resources used with sanitiser spray before using</p> <ul style="list-style-type: none"> • Nikki and Dave to relocate to meeting room and Snug • Staff meetings and morning meetings in hall, 2m distance between staff • Copier room – no children, one staff member at a time in room. Copier 2 to be moved into corridor area, 2m distance when someone is using it. Please wipe copiers after use. Please try to print a batch in one go rather than lots of visits to copier using the hold and print facility. • Staff toilets no more than the number of toilets in the area eg ladies 3 toilets, max of 3 staff, No hanging around for a chat! • LSAs who are not classroom based and teachers on PPA or not classroom based to be based in spare classrooms working at an appropriate social distance <p><u>HEALTH AND SAFETY CHECKS IN PLACE</u></p> <ul style="list-style-type: none"> • Temperatures to be taken on arrival for all staff and children, if over 37.8 staff and children must go home and refer to 111 helpline • If child or staff member tests positive then rest of bubble must self-isolate for 14 days. • Staff and families advised must not attend school is they develop symptoms and encouraged to get tested • If child or adult displays symptoms in school such as high temperature, dry persistent cough, loss or change in smell or taste they must go to the isolation room (music room) Full PPE to be worn (mask, gloves, apron) if dealing with child or adult who is unwell. Deep clean must take place after room has been used by the premises team ready for another incident if needed. <p><u>CLEANING REGIMES</u></p> <ul style="list-style-type: none"> • All staff - Sanitising spray to be used to clean areas where wipes cannot be 	
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used. Do NOT spray use whilst children present.

- Premises team - Contact points such as door handles, taps, light switches, toilet locks and keyboard entry pads to be sanitised twice during the school day in addition to the evening clean
- Premises team - Hand sanitiser, hand towels and soap to be checked and refilled as necessary twice daily, in addition to the evening clean
- Premises team - Bins to be emptied twice daily in addition to the evening clean
- All staff - Catch it bin it kill it, to be implemented
- Premises team - Twice weekly stock check of all cleaning and PPE products and equipment
- Premises team – desks and phones to be sanitised every evening
- All staff – stock up own first aid kits and request replenishment of cleaning boxes from premises team
- Office team – stock up medical room
- All staff – classrooms will be provided with cleaning box to ensure resources can be wiped down as needed through the day
- All staff – shared resources to be cleaned between use
- Office teams to clean own desk areas – cleaning products provided

HYGIENE MEASURES

- Upon arrival of school and when leaving school, hand gel must be used and/or hand washing. Outside handwashing will be in place for children.
- Children and staff - Regular hand washing during the day for 20 secs,

			<p>before and after each transition, before and after food, after using the toilet, before leaving school.</p> <ul style="list-style-type: none"> Limited jewellery to be worn (advise wedding ring only). No jewellery for children Please clean childrens glasses when they arrive and before they go home Please clean own glasses upon arrival and before leaving also point here to Please consider lanyards and all the bits hanging from them – should be easily wipeable, and limited to name badge. All areas to be well ventilated, windows and doors to be open where this doesn't present a safeguarding issue. Hand gel, soap, tissues and hand towels to be available in all classrooms and staff areas Catch it bin it kill it, to be implemented if child coughs or sneezes and hasn't used tissue then please hand gel their hands immediately before washing their hands <p><u>MEDICAL POLICY, FIRST AID AND USE OF PPE</u></p> <ul style="list-style-type: none"> The medical policy remains in place First day back office team will be outside to collect medicines and any changes to medicines require new forms Medicines to be given in the medical room – PPE is provided including gloves, aprons, face shields and mask Children and staff to wash hands before and after medication 	
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			<ul style="list-style-type: none"> • If other children due at same time they must wait 2m away from each other • First aid kits will have PPE added to them – office to action initially then bubbles responsible for keeping them replenished. • First aid MUST be administered in bubbles and NOT brought down to the medical room, the only exception is head injury or serious injury. Face masks, gloves and masks are provided – please use • If child is vomiting then isolate away from other children in the music room and do not bring down to main office until adult arrives to collect. • Phone calls home to be made using phone in Dave's office or ask the office to make the call. Computer will be logged on with access to SIMs phones to be wiped down after use with wipes??? • PPE to be worn for intimate care – both staff • Ice packs to be collected from fridge by staff only and washed between use <p><u>MINIBUS</u></p> <ul style="list-style-type: none"> • Minibus not to be used until further notice. When we begin to use will have full sanitisation before first use. <p><u>BEHAVIOUR POLICY</u></p> <ul style="list-style-type: none"> • No changes but children must NOT be sent to another classroom, please call on spare teacher from your year group (if applicable Yr 2-6) or call SLT. • Addendum in place to the policy regarding children who do not comply with the Covid 19 rules and procedures <p><u>SAFEGUARDING POLICY</u></p>	
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		<ul style="list-style-type: none"> • No changes to existing existing policy. • Addendum for policy due to Covid-19 states: Keeping Children Safe Online. During this period, it is likely that children will be using online platforms and gaming sites more frequently. Extra information and support has been available to help families monitor and identify signs of grooming, online bullying or peer-on-peer abuse. Any incidents reported to school will be followed up with the Family Team and the police will be informed if the school deems it necessary. • Families from Yr R, 1 and 6 who now have allocated places back at school but are not attending school must call in or email andrea.flux@lanesendpri.iow.sch.uk every day before 9.30am for attendance registers to be updated. if not going to be attending??? <p><u>EMERGENCY EVACUATION</u></p> <ul style="list-style-type: none"> • Adapt to allow for social distancing when exiting and on playground meeting point (mindful that getting out safely supersedes social distancing in an emergency) • Use closest exit even if this means using a classroom or area not designated for your bubble <p><u>REDUCING USE OF PUBLIC TRANSPORT</u></p> <ul style="list-style-type: none"> • Families and staff reminded of government advice to not use public transport unless absolutely necessary, if you use then please wear face mask (not for under 2s) <p><u>VISITORS</u></p> <ul style="list-style-type: none"> • Meetings to be held virtually • IT technician to attend weekly, copy of our RA has been provided to them • If parent needs to see family team or inclusion team please call staff member to main reception, they will then meet outside with parent adhering to 2m rule • In an emergency a room will be found in school where social distancing 	
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can be followed

- Contractors, only in emergency. Office team must be informed of time of visit. Sign in and then call Darren or Scooby to accompany with 2m social distancing in place. Must be booked at a time when premises team are available.

PHYSICAL EDUCATION

- No contact sports
- Skills learning only
- Hall can be used by one bubble at a time
- Outside areas to be used, please communicate your timetable with other staff so bubbles are away from each other
- Once PE has taken place that week then PE kit to be taken home to wash before being returned to school

BREAKFAST/50p CLUB AND AFTER SCHOOL CLUBS AND DEN

- After school Den provision will be available from 1st June, children will be in groups of no more than 15 – 2nd room to be used if needed. Wash hands on arrival, use hand sanitiser regularly. Wash hands before and after eating. Wash hands before they leave school. Children to be taken to main reception door for handover outside, parents not to enter building. Use outside as much as possible to lower risk. Keep children apart as much as possible as these children and staff are from different bubbles across the school.
- If there is a positive diagnosis from a staff member or child who has been in The Den the associated bubbles will need to isolate at home,
- Staff children who arrive with staff parent must stay with parent until their class opens and then parent must take their own child to the classroom
- All other normal procedures and policies apply.

			<ul style="list-style-type: none"> • 50p club will not run as cannot accommodate social distancing • 1st June for one week there will be no breakfast club 2nd week opening Breakfast club will start following same guidance for after school den, collect children from main door and parent to remain outside • NO after school clubs will take place, cannot have outside visitors running clubs and children unable to adhere to social distancing <p><u>PRECAUTIONS WHEN LEAVING SCHOOL</u></p> <ul style="list-style-type: none"> • Wash hands before leaving school • Wash hands when home • Change clothes when home wash clothes advised (60 degrees if possible) <p><u>MONITORING</u></p> <ul style="list-style-type: none"> • <u> Covid-19 coordinators – Nikki Napier and Carrie Almond</u> • <u> Checks to be undertaken each day on the control measures in place and reported back to the Headteacher</u> • <u> Staff encouraged to report any breaches of H&S protocol they have witnessed to the Headteacher or Covid-19 Coordinators</u> 	
<p>Lack of childcare for staff, currently guidelines stipulate no contact with other households</p>	<p>School will be short staffed Vital roles not covered</p>	<p>All children All staff All Family members Community</p> <p>LOO: 5 DOH: 5 RR: 25</p>	<ul style="list-style-type: none"> • Children from Yr R to 6 will be accommodated in school full time • Children from secondary school can be accommodated in the IT room • Children under school age can be accommodated in crèche facility – qualified Lanesend staff in Gray's classroom – insurer has approved 	<p>All staff</p>

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Children – Symptomatic and displaying COVID 19 in our care	Becoming ill Passing on to make someone else ill	All children All staff All Family members Community LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> • Staff to be aware of children feeling unwell in all instances temperature to be taken in school, higher than 37.8 is indicator. • Temperature can display as being hot to touch on chest or back. A new or continuous cough, coughing for more than an hour or three or more coughing episodes in 24 hours or loss of sense of smell or taste • If child displays any of the above symptoms, report to head teacher, deputy or assistant head to seek permission to call home and ask for child to be collected, child to be isolated in music room and staff member to wear face mask • Children sent home with COVID 19 symptoms will need to self-isolate for 7 days. The rest of the household will need to isolate for 14 days. We will make arrangements to collect the child after 7 days as rest of household will need to remain in isolation. • If particularly worried call 111 for advice or if breathing difficulties call 999. 	All staff members
Staff – Symptomatic and displaying COVID 19 attributes in our care	Becoming ill Passing on to make someone else ill	All children All staff All Family members Community LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> • Staff to be aware if feeling unwell. If becoming unwell in school temperature should be taken • Temperature can display as being hot to touch on chest or back. A new or continuous cough, coughing for more than an hour or three or more coughing episodes in 24 hours or loss of sense of smell or taste • If adult displays any of the above symptoms, report to head teacher to advise. • Complete the 111 online website which will ask you their symptoms and tell you if you need to self-isolate for 7 days. The staff member's household will need to isolate for 14 days. If someone in your household becomes unwell, you will need to contact the Headteacher and complete the 111 online website, which may advise you self-isolate for 14 days • Sickness and isolation is covered by the spare staff in school. 	All staff SLT
Children – extremely clinically vulnerable required to shield	At higher risk of becoming unwell with Covid 19	All staff, all children	<ul style="list-style-type: none"> • These children should not attend school 	Headteacher

	Feeling isolated	LOO: 5 DOH: 5 RR: 25		
Children – clinically vulnerable	At risk of becoming unwell with Covid 19	All staff, all children LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> Parents expected to follow medical advice and advise school accordingly Individual Risk assessment to be written if in school 	All staff
Staff – extremely clinically vulnerable required to shield	Injury in the home Data breach Feeling isolated At higher risk of becoming unwell with Covid 19	All staff, all children LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> Work from home Must ensure confidential conversations are happening away from other household members. Any paper documentation is kept away from other household members All staff to use remote access and save to the network drives, not personal devices including hard drives of any computer system and USB drives. If a laptop or USB was stolen or lost, there is no risk of a data breach. Ensure laptop is locked if you step away from the screen, to ensure confidentiality to other household members. you need to provide a copy to the Headteacher of the letter or text received by the NHS/Doctors If you are shielding without the standard NHS letter or text. You must get a medical note in order to qualify for isolation 	Headteacher
Staff – clinically vulnerable but not required to shield or living with a shielded person	At risk of becoming unwell with Covid	All staff, all children LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> Reasonable adjustments can be made so that the social distancing of 2metres can be adhered to, this may involve other roles onsite to ensure social distancing can be met. Conversations to take place between Headteacher and individual staff Individual Risk assessment to be written 	Head teacher All staff
Staff – safeguarding of pupils including potential home visits	Becoming ill Passing on to make someone else ill Missing child Vulnerable family who are unwell needing deliveries Safeguarding	All children All staff All Family members Community LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> Staff are to call every child in their class weekly and speak to the child if the child wishes to. Staff must record contact on their weekly class trackers and send these to the Headteacher and Family Team weekly with any concerns. The Family Team will then follow up any issues. Whole class video calls are in addition to weekly individual phone calls. Class dojo contact will also take place. 	Staff SLT

	concern requiring a visit		<ul style="list-style-type: none"> • Use of video calling to check if the child looks 'physically well' in light of safeguarding considerations. • Where possible, home visits to households in line with government guidance for social distancing. • If staff cannot make contact or are concerned. Report to a DSL using edukey in line with normal safeguarding reporting of concerns. • Emergency situations which require immediate attention, please call a DSL based at school or at weekends Caroline Sice who will decide if social care need to be involved or a police call. • Staff working at home can use their personal mobile phones for phone calls only, but withhold their number from view using private calling. Staff are not permitted to use their personal email or messaging services to converse with families or children. Best practice is to use a school device where possible 	
Mental health of staff	Feeling isolated due to living alone Balance home life, working and caring for children Feeling isolated for those who are shielding	All staff LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> • Staff to find another staff member they feel comfortable chatting to – line manager and buddies. • If working at home keep yourself linked to staff through video calling, messaging, emails or contact in school. • Head Teacher available to discuss making arrangements suited to needs. • Head Teacher/HR will provide contacts to appropriate agencies to support. • Team/Leaders or line managers to check in with their team members from a wellbeing perspective weekly. If you cannot contact a member of your team, report this to the Head Teacher. • Minimum of weekly update to all staff via email from Headteacher • 'Go to' meetings to be set up with teams for contact if meeting via social distancing cannot take place 	Headteacher All staff

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Mental health of children	Time out of school and routine due to Covid 19 will have had an unknown impact on the social and emotional needs of children	All children LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> • Teachers to assess if children need a staggered return to school • Social and emotional needs priority as children return to school • Family team ready to support x 3 staff • Yr R, 1 and 2 strongly encouraged to take up their place in school • EHCP, vulnerable and keyworker children strongly advised to take up their place in school • Weekly call for children not in school 	All staff
Mental health of parents/families	Time out of school and routine due to Covid 19 will have had an unknown impact on the social and emotional needs of families. Job losses, finance problems can lead to stress.	All families LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> • Family team ready to support 	All staff Family Team
Visitors to site – meetings	Becoming ill Passing on to make someone else ill	Staff Community Families children LOO: 5	<ul style="list-style-type: none"> • Meetings happening virtually in majority of instances. • If staff meet in school, meetings will be held in large rooms and space out in line with government social distancing guidance. 	Staff

		DOH: 5 RR: 25		
Visitors to site – Collection of hampers, work packs	Becoming ill Passing on to make someone else ill Visitors on site	Staff Community Families children LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> Where possible, hampers will be delivered to households in line with government guidance for drop offs at households using social distancing. If families are collecting, they can only collect from the main entrance. Timeslots will be allocated, families only allowed in one person at a time to collect. If weather permits handover will take place outside. Work to be collected will be named and collected by one person at a time in school reception area exercising social distancing. 	Staff Visitors
Positive test of Covid 19	Risk to all children and adults that the person has come into contact with of transferring Covid 19 to them	Staff Community Families LOO: 5 DOH: 5 RR: 25	<ul style="list-style-type: none"> If a child or adult tests positively for Covid 19 we will follow guidelines which includes, all children and staff from the bubble will self-isolate for 14 days. Staff without symptoms may be able to access a test as a keyworker and if a negative result can return to school. Staff and children who display symptoms can access a test. Caroline will also refer to Public health to see what else is needed. If there is a positive case in school those who have been in contact will be advised although name won't be disclosed 	Headteacher
Alternative Plans (plan 'B', plan 'C')				
<ul style="list-style-type: none"> Reviewed as we receive any further guidance from the DFE. This is a plan based on what we know now and based on the fact schools 'may' open on 1st June to specific children. We await further updates on 28th May 2020 from the government. 				
Ongoing risk assessment				
<ol style="list-style-type: none"> Apply the control measures Monitor how effective they are Change, adapt, revise and required 				
Examples:				
Monitor group and leaders response & motivation and the response of your supporting adults				
Assess group risk awareness in different environments				
<i>Copies of this risk assessment should be given to all members of staff</i>				