

<b>COVENTRY SCHOOL FOUNDATION – Risk Assessment</b>		<b>(Form 2)</b>
<b>Foundation Area/Foundation School:</b>		King Henry VIII Senior School
<b>Date of Assessment:</b> 21/9/20		<b>Name of Assessor:</b> Robin Newton
<b>Location &amp; Subject of Assessment:</b> School tour with potential new students		
<b>Review Date:</b>		<b>Other Relevant Information:</b> Undertaken within sitewide risk assessment

<b>Area/Activity Assessed:</b>					
<b>Summary of significant risks where action is required</b>			<b>Summary of controls to be implemented</b>		
Contamination and infection from Covid-19 virus.			Measures in line with government guidance as applicable to our environment: Visitors only outside main school hours, no entry into classrooms, ensure cleaning of rooms used for meetings, contact with staff and any students to be minimal and appropriately distanced.		
<b>Reviewed / Approved by Senior Manager</b>		Senior Manager:	Signature: P.Dearden (Headmaster)		Date: 23/09/20
Date Reviewed					
Reviewer / Signature					

			<b>Control Measures</b>	<b>Who by?</b>	<b>When?</b>	
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What are the hazards?	Who will be affected?	Risk (possible harm)	In Place	Action Required (to reduce risk)	Name	Date	Can this be achieved? Risk after measures?
Social contact	Pupils and staff	Medium		<p>Visitors will arrive at school after students have left.</p> <p>Visitors will not enter classrooms or rooms in which staff or students are present.</p> <p>Meetings between visitors and either staff or students will be appropriately distanced and kept to a reasonable length.</p> <p>Visitors will wash hands on arrival in staff toilets.</p> <p>Masks will be worn during tour.</p> <p>Meetings rooms will be booked in advance and meetings held outside where possible.</p>	RJN		Yes Medium
Contamination of teaching rooms	Pupils and staff	Low		<p>Visitors will not enter classrooms.</p> <p>Any rooms used for meetings will be cleaned afterwards.</p> <p>Any rooms used for meetings will also be of an appropriate size that distancing can be easily achieved.</p>	RJN		Yes Low
Handling of documents	Visitors	Low		Documents to be passed electronically where possible.	RJN		Yes Low