



## Risk Assessment Updated December 2021

### Welton St Mary's Church of England Academy *'Together we care, learn and thrive.'*

This risk assessment is based on guidance from the following documents:

>Schools COVID-19 Operational Guidance Dec 2021

>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

>What Parents and Carers need to know about early years providers, schools and colleges during COVID-19 (May 2021) updated Dec 2021 [What parents and carers need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19)

> COVID- 19: cleaning in non-healthcare settings

> Safe working in education, childcare and children's social care

> daily government guidance

#### **Rationale:**

Our planning is underpinned by the Department for Education's advice on effective infection protection and control in Step 4 of the Government's roadmap which states the following:

*'As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September. Our priority is for you (schools) to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance'* Schools COVID-19 Operational Guidance July 2021

*At Welton St Mary's Church of England Primary Academy we will continue to work closely with children, staff and parents and carers to reduce the risk of transmission of coronavirus (COVID-19) in our school. A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:*

- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach*
- *maintaining appropriate cleaning regimes using standard products*
- *keep occupied spaces well ventilated*
- *continuation of staff testing until the end of September when this will be reviewed.*
- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend school.*
- *following public health advice on testing, self-isolation and managing confirmed cases of COVID-19*
- *having an outbreak management plan*
- *providing high quality remote learning for any child who is isolating*

**School attendance for all pupils is mandatory for all pupils of compulsory school age. This means it is your legal duty as a parent to send your child to school regularly. It is our priority, whilst keeping everyone safe, to ensure as many children as possible regularly attend school and receive high-quality education.**

The following considerations have been planned to ensure that moving to Step 4 in our school is safe and protecting of all adults and children in school.

1. Entry/exit of school and movement within
2. The principles of 'staying safe' to reduce transmission must be adhered to
3. Cleaning/hygiene considerations - Spaces within school will need additional routine cleaning
4. Outdoor play (break and lunch) – Organisation of these times for safety
5. Supporting medical needs of children -Our effective system of administering medication needs to be retained.
6. Re-establishing routines/expectations under Step 4. Our 'normal' routines (eg entering hall for lunchtime, face-to-face collective worship) are new to many children and for others, they have not been in place for 18 months
7. Planning for the delivery of online learning for those children not in school
8. Bereavement /Loss- Be mindful and prepared for any deaths in the community or triggers for families.
9. Support for emotional and mental well-being of children and staff
10. Special needs -Some children will need additional support

This risk assessment should be read with this in mind.

Related area	Hazard	Control Measures to reduce risk
Risk assessment	Guidelines are frequently updated	<ul style="list-style-type: none"> <li>➤ <b>Parents and carers have received a letter informing them of the measures in place for September 2021 and the changes. The risk assessment along with the information for parents and carers from GOV. UK can be found on our website. <a href="https://weltonstmarysacademy.co.uk/covid-information/">https://weltonstmarysacademy.co.uk/covid-information/</a></b></li> <li>➤ <b>Dec 2021 parents were sent a letter regarding the temporary measures that have been put in place Dec 2021</b></li> <li>➤ Leadership on mailing list for new guidance and will action as necessary</li> </ul>
<b>Staff</b>		
Staff	Clinically extremely vulnerable staff and clinically vulnerable staff  pregnant staff	<ul style="list-style-type: none"> <li>➤ As per government guidance clinically extremely vulnerable no longer need to shield but may wish to take extra precautions to protect themselves and follow the practical steps set out in the CEV guidance to minimise the risk of exposure to the virus.</li> <li>➤ Staff are encouraged to attend vaccine appointments</li> <li>➤ Pregnant staff – we will follow the specific guidance for pregnant employees because pregnant women are considered CV. A risk assessment will be written and the guidance for pregnant employees will be followed</li> </ul>
Staff	taking care of yourself and each other	<ul style="list-style-type: none"> <li>➤ Staff supporting each other</li> <li>➤ Speak to a member of leadership team</li> <li>➤ Education Support Partnership <a href="http://educationsupport.org.uk">educationsupport.org.uk</a></li> <li>➤ Rev Jane is available for staff</li> <li>➤ Leadership team to send out wellbeing materials received</li> </ul>

Staff	Staff spreading infections	<ul style="list-style-type: none"> <li>➤ Hand washing /sanitising on entry to the building and frequently throughout the day</li> <li>➤ Rooms issued with hand sanitiser</li> <li>➤ Before and after using any appliances, staff must wipe / sanitise the equipment eg phones, touchscreens, keyboards, photocopier</li> <li>➤ Staff will continue asymptomatic testing twice weekly until further notice</li> <li>➤ In communal areas, respect each other's personal space</li> <li>➤ Staff meetings will return to face to face with the option of joining via Zoom in term 1.</li> </ul>
PPE/ Staff	Staff spreading infections	<ul style="list-style-type: none"> <li>➤ Face coverings must be worn by staff and visitors in communal areas ie staffroom and corridors</li> <li>➤ It is staff choice if they would prefer to wear a face mask in classrooms</li> <li>➤ PPE will be used when supervising a child with symptoms whilst awaiting parents/ carers to collect them</li> <li>➤ PPE is available for dealing with first aid and medicine</li> </ul> <p>In the event of an outbreak within school, we will follow our outbreak plan.</p> <p>The following PPE is available in school:</p> <ul style="list-style-type: none"> <li>➤ Gloves-</li> <li>➤ Aprons- throw away available</li> <li>➤ Face masks</li> <li>➤ Eye protection - available in emergency box for dealing with unwell children.</li> </ul> <p>.</p> <ul style="list-style-type: none"> <li>➤ Additional thermometers are kept in central points in: <ul style="list-style-type: none"> <li>Foundation Stage</li> <li>Year 2 - 3</li> <li>Year 1 -4</li> <li>Year 5 - 6</li> <li>Admin Office</li> </ul> </li> </ul>

Staff	Staff spreading infection: staffroom and toilets	<ul style="list-style-type: none"> <li>➤ The staffroom can be used.</li> <li>➤ It is important for wellbeing that staff see colleagues and we encourage this.</li> <li>➤ Before and after use of appliances use of fridge, microwave etc the appliances must be wiped with an antibacterial wipe.</li> <li>➤ There will be disinfectant spray to be used on door handles and toilet handles in the toilet cubicles. Staff can use any of the toilets.</li> <li>➤ It is each member of staff's personal responsibility to keep themselves and others safe.</li> </ul>
Photocopier	Spread of infection through shared resources	<ul style="list-style-type: none"> <li>➤ Staff should clean the photocopier before and after use using the disinfectant wipes provided. Hands should be washed after use.</li> </ul>
Staff	Lateral flow testing	<ul style="list-style-type: none"> <li>➤ All staff members, volunteers and coaches are able to test twice a week. Training has been provided for all staff members. A clear system is in place for reporting test results with procedures in place in the event of a positive case.</li> </ul>
Staff and pupils	Safeguarding: in case of pupil isolating	<ul style="list-style-type: none"> <li>➤ Email safeguarding system will continue. This should be used for any GDPR information</li> <li>➤ CPOMS must be used</li> <li>➤ Safeguarding lead will be addressing all safeguarding concerns</li> <li>➤ Teachers will monitor the engagement in learning of children learning from home and inform Designated Safeguarding Lead of any concerns.</li> <li>➤ See safeguarding policy</li> </ul>
<b>Teaching and Learning</b> <b>The school day</b> <b>The learning environment</b>		
Pupils	Start and end of the school day	<ul style="list-style-type: none"> <li>➤ The school day will return to 8.50am – 3.30pm for all pupils.</li> <li>➤ Parents / carers will no longer be required to wear a face mask on the school site, however we advise people to protect themselves and others.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ There will be no social distancing on the school grounds however we advise that adults dropping children off at school and collecting them continue to be respectful and responsible on our school site in order to protect themselves and others.</li> <li>➤ The one way system around the outside of the school will remain</li> <li>➤ One adult only per family on our school site at the start and end of the school day</li> </ul>
Pupils	Breaks and lunchtimes	<ul style="list-style-type: none"> <li>➤ FS, Y1, Y2 and Y3 will have their morning playtime at 10.45am</li> <li>➤ Years 4,5,6 will have their morning playtime at 11am.</li> <li>➤ There will be two sittings over lunchtime.</li> <li>➤ Sitting 1 FS and Y1 eating in the small hall. Year 2 and Y3 eating in the big hall. These year groups will have their outdoor playtime after lunch. Children will wash their hands before going into the dining hall for lunch.</li> <li>➤ Years 4,5,6 will have their playtime first and have eat in the second sitting. Y4 and 5 in the big hall and Y6 in the small hall. Children will wash their hands after their playtime and before they go into the hall for lunch.</li> <li>➤ Tables will be cleaned between sittings.</li> <li>➤ When serving food, staff are encouraged to wear a mask and gloves.</li> <li>➤ Each year group will continue to have their own equipment. Children will be required to sanitise their hands after breaktimes and lunchtimes</li> <li>➤ The outdoor gym, trim trail and pirate ship can be used.</li> </ul>
Pupils	corridors	<ul style="list-style-type: none"> <li>➤ . The one-way system in school will remain in place.</li> </ul>
Pupils	Teaching and learning (No bubbles)	<ul style="list-style-type: none"> <li>➤ Phonics groups will be mixed with children from Years1, 2 and 3 and towards the end of term 1 FS as well.</li> <li>➤ Children are able to sit in groups</li> <li>➤ Whole school collective worships will continue to be held via zoom.</li> <li>➤ Upper and Lower school collective worships will be held in the hall.</li> <li>➤ Should there be an outbreak, we will work with the Health Protection Team before making a decision about the re-introduction of bubbles for a temporary period.</li> </ul>
Staffing	Not enough staff due to COVID or isolating due to Omicron variant	<ul style="list-style-type: none"> <li>➤ Will action contingency plan</li> <li>➤ TAs will be asked to lead groups under the direction/ supervision of a qualified or nominated teacher</li> <li>➤ Where possible we will cover absences within school</li> <li>➤ Members of staff who are self-isolating due to Omicron variant will be asked to work from home and teach from home.</li> <li>➤ If staff require additional support, they should let the headteacher, or in her absence, the Assistant Headteachers know immediately. The employee support and counselling services is available and in the first instance staff should contact them directly.</li> </ul>

Curriculum in school	Pupils Mental health and wellbeing	<ul style="list-style-type: none"> <li>➤ PE and health-based activities will take place</li> <li>➤ PSHE curriculum <a href="https://weltonstmarysacademy.co.uk/wp-content/uploads/PSHE-Curriculum-Offer-1.pdf">https://weltonstmarysacademy.co.uk/wp-content/uploads/PSHE-Curriculum-Offer-1.pdf</a></li> <li>➤ PE will be outside as far as possible.</li> <li>➤ If not possible indoor PE will take place within our system of controls. This will be in a large space, with ventilation (doors and windows open and air conditioning can be used), pupils distances and scrupulous attention to cleaning and hygiene</li> <li>➤ Whole school Collective Worship will take place in classes on a Monday and Friday. Key Stage Collective Worships will be face-to-face in the hall (FS Y1 Y2 Y3 together and Y4,5,6 together)</li> </ul>
Children	Extra-curricular activities	<ul style="list-style-type: none"> <li>➤ These will recommence – not in bubbles.</li> </ul>
Pupils and staff	Educational visits	<ul style="list-style-type: none"> <li>➤ Given the likely gap in COVID-19 related cancellation insurance, when considering booking a new visit we will ensure that any new bookings have adequate financial protection in place.</li> <li>➤ The visit lead will work closely with the venue to ensure all risk assessments are in place. Advice will be sought from Evolve, our Educational Visits Advisor and by specialist advice from the Outdoor Education Advisory Panel (OEAP).</li> <li>➤ Thorough risk assessments will be carried out to ensure any public health advice, such as hygiene and ventilation requirements are followed.</li> <li>➤ All visits will be COVID- risk checked and agreed by our Educational Visits Coordinator</li> </ul>
Curriculum at home	For children who have been advised to self-isolate as a result of confirmed positive case and for those children who have been contacted by Track and Trace to self-isolate because of the Omicron variant.	<ul style="list-style-type: none"> <li>➤ Not all people with COVID-19 have symptoms. Work will be set in these circumstances, if the children are well enough to complete it.</li> <li>➤ We will continue to use Seesaw</li> <li>➤ Remote learning plan (on website) will commence.</li> <li>➤ Children in receipt of benefits-related school meals will continue to be provided with meals whilst self-isolating.</li> <li>➤ Keeping children safe online. We ask that parents talk to their child about staying safe online and encourage them to talk to parents / teachers if they come across something worrying.</li> <li>➤ <a href="#">guidance for parents and carers to keep children safe online</a> explains how to talk about online safety issues.</li> <li>➤ The guidance about <a href="#">staying safe online</a> includes information on setting up age appropriate controls, on-line fraud, privacy settings, and screen time recommendations.</li> </ul>

Pupils and staff	ventilation	<ul style="list-style-type: none"> <li>➤ School will be well-ventilated whilst maintaining a comfortable teaching environment / temperature</li> <li>➤ All rooms should be well ventilated therefore doors (at times when the children are not in there) and windows should remain open for throughput of air. All internal doors to be left open.</li> <li>➤ The hub is an internal room. The windows will remain open into the corridor and the door will be left open.</li> <li>➤ The admin office and AHT office – doors to remain open</li> <li>➤ When holding events where parents are on site, internal doors, external doors and windows will be opened.</li> <li>➤ The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</li> <li>➤ If a fire alarm is sounded, you must ensure those doors are closed. Fire wardens will be on site to check doors too.</li> <li>➤ The Co2 monitors are checked daily and records kept. Actions will be taken where necessary.</li> </ul>
Emergency evacuation	In the event of a fire	<ul style="list-style-type: none"> <li>➤ The usual fire evacuation procedure will be followed. Fire wardens will be on site each day.</li> <li>➤ For ventilation into classrooms, the doors will remain open at all times when the classrooms are empty. In the event of a fire, the fire doors will automatically close. Fire marshals will close any other doors. Class teachers must close internal and external doors to their classroom</li> </ul>
Parents/ children	Travel and quarantine	<ul style="list-style-type: none"> <li>➤ Holidays are to be taken in non-term time.</li> <li>➤ Parents who are considering taking their children on a holiday abroad in the school holidays) need to bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. School will follow the current government guidance.</li> </ul>
Policies and routines	Policies will not be relevant and routines will be affected	<ul style="list-style-type: none"> <li>➤ Policies will be superseded by National and LA updates</li> <li>➤ Common sense will be applied and decisions may be made outside of usual policies</li> </ul>
<b>Preventing the spread of infection</b>		
Pupils and staff	Prevent the spread of infection	<ul style="list-style-type: none"> <li>➤ Each classroom will have cleaning fluid and wipes</li> <li>➤ Trio will be used to deep clean surfaces at the end of the day as part of our normal cleaning routine</li> </ul>
General cleaning in building	The spread of infection across:  School building	<ul style="list-style-type: none"> <li>➤ Cleaning materials will be available in classrooms.</li> <li>➤ Door handles, light switches, sinks and toilet flush handles will be cleaned during the day.</li> <li>➤ Clear desk and worktop policy – this will enable all surfaces to be cleaned each night.</li> </ul>

	Corridors Toilets	
Pupils	Pupils spreading the infection: hand washing	<ul style="list-style-type: none"> <li>➤ All staff to be responsible for checking that they have hand sanitiser and soap in working areas – refills are available from staffroom.</li> <li>➤ Maintaining rigorous handwashing / sanitising routines are key. Handwashing must be taught to the children and children need to understand WHY they are washing hands. Link to school rules.</li> <li>➤ Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.</li> <li>➤ Children should be asked to wash their hands before coming to school.</li> <li>➤ ON arrival sanitiser used before entering school building</li> <li>➤ Before eating (breaktime and lunchtime), wash hands</li> <li>➤ After playtimes sanitise hands</li> <li>➤ Wash hands after going to the toilet</li> <li>➤ Wash hands after sneezing</li> <li>➤ After PE sanitise hands</li> <li>➤ Sanitiser units are outside each fire exit for use when children arrive at school</li> <li>➤ Sanitise when leaving school.</li> <li>➤ Children are able to use any cubicle and sink within their year group toilet block. These will be cleaned just before lunchtime as well as after school.</li> <li>➤ see the <a href="#">latest guidance and video on handwashing</a> from the NHS.</li> <li>➤ <a href="#">e-Bug project</a> is led by Public Health England and has a dedicated webpage for learning resources on hand washing and respiratory hygiene. E-Bug has published posters on hand hygiene, and covering coughs and sneezes.</li> </ul>
Pupils and staff	Catch it bin it kill it	<ul style="list-style-type: none"> <li>➤ Children will be reminded about ‘catch it, bin it, kill it’</li> <li>➤ Staff responsibility to have tissues in learning spaces</li> <li>➤ Tissues must be disposed of throughout the day in the pedal bins provided.</li> <li>➤ Children must be reminded not to touch their faces, eyes, nose, mouth</li> </ul>
Pupils with SEND/ medical needs	<p>Pupils and adults spreading the infection between themselves.</p> <p>Pupils having special educational needs which make them more susceptible to infection.</p>	<ul style="list-style-type: none"> <li>➤ All CEV children should attend school unless they are one of the very small number of children under paediatric/ special care who have been advised by their GP or clinician not to attend.</li> <li>➤ Additional Risk assessments may be completed for any CEV pupils to ensure school is a safe environment, it might be the case the school cannot meet their need at this time</li> </ul>

Positive Handling	In the event that a child's behaviour is dangerous or a risk to others it may be necessary to positively handle	<ul style="list-style-type: none"> <li>➤ Individual risk assessments for those children for whom this may be likely, have been altered to take into account risk of infection.</li> </ul>
Staff and pupils	<p>Spreading the infection from people affected.</p> <p>Confirmatory PCR tests</p>	<ul style="list-style-type: none"> <li>➤ When an individual develops COVID-19 symptoms or has a positive test, pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, <a href="#">coronavirus (COVID-19) symptoms</a>, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>➤ If a parent insists on a pupil attending school who has symptoms, the headteacher, or assistant headteacher, in her absence, can take the decision to refuse the pupil if, in their reasonable judgement it is necessary to protect other pupils and staff from possible infection of COVID-19.</li> <li>➤ If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.</li> <li>➤ For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>➤ If a pupil is awaiting collection, they will be wait in the meeting room (window open and door shut) or the outside gazebo by the field. Appropriate PPE will also be used by adults if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance.</li> <li>➤ If a pupil needs to go to the toilet whilst waiting to be collected, they will use the staff toilet by the hall. The label in that toilet will need to go on the door and the toilet will not be used until it has been cleaned and disinfected.</li> <li>➤ Any rooms a child / member of staff with symptoms use will be cleaned after they have left.</li> <li>➤ The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li> <li>➤ Any members of staff who have helped with any pupils with symptoms who have been in close contact with them do not need to go home.</li> <li>➤ Everyone must wash their hands thoroughly for 20 seconds with soap and water or use hand sanitiser after being in contact with someone who has been unwell.</li> <li>➤ Staff and pupils with a positive LFD test result must self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19.</li> <li>➤ Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>➤ If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> </ul>

Staff and Pupils	Tracing close contacts	<ul style="list-style-type: none"> <li>➤ In Step 4, close contacts will be identified via NHS Test and Trace. Education settings will no longer be expected to undertake contact tracing.</li> <li>➤ NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</li> <li>➤ School will continue to work with NHS Test and Trace to identify close contacts</li> <li>➤ From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</li> <li>➤ Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</li> <li>➤ Close contacts of the Omicron variant of COVID 19 will be contacted by NHS Track and Trace and asked to self-isolate immediately, irrespective of vaccine status or age.</li> <li>➤ School will continue to have a role in working with health protection teams in the case of a local outbreak.</li> <li>➤ If there is an outbreak in school or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures (see outbreak plan).</li> </ul>
<b>Visitors</b>		
Deliveries to school	Spread of infection coming into school from different sources	<ul style="list-style-type: none"> <li>➤ Deliveries will be taken through the School's front door. Orders will be placed outside or on the table in the entrance; pupils will not access this area.</li> <li>➤ Staff will follow good hand washing regimes</li> </ul>
Contractors and property management	School safety measure and property services failing	<ul style="list-style-type: none"> <li>➤ Preferred contractors are in place. All statutory duties, are and will, continue to be maintained e.g. legionella, pest control and fire systems.</li> <li>➤ Where possible school visits will be made outside of operating hours.</li> <li>➤ Where not possible, hand washing and sanitising</li> </ul>
Sports Coaches/ specialist teachers	Mixing of people causes spread of infection	<ul style="list-style-type: none"> <li>➤ Coaching staff and specialist teachers have provided thorough risk assessments and our risk assessment has been shared with them.</li> <li>➤ Sports coaches, would be located outside where possible</li> <li>➤ Coaches and specialist teachers are part of the twice weekly home testing programme</li> <li>➤ Supply teachers will be kept to a minimum. If a teacher is isolating and is well enough, they can teach from home, or the teacher from the opposite class zoom in from next door with a TA in the class.</li> </ul>

Visitors and volunteers		<ul style="list-style-type: none"><li>➤ The risk assessment will be shared with visitors and volunteers.</li><li>➤ It is each person's personal responsibility to keep themselves and others safe.</li></ul>