

264.1 – Covid-19 Risk Assessment v8

Head of Dept. / Faculty:	AKI
Date:	26.01.21
RA Completed By:	DHI
Review Date:	31.01.21

Risk rating: (example) likelihood x injury severity = number & colour code

Likelihood	Serious Illness	Incapacity or Death
Highly Unlikely	3	5
Unlikely	6	10
Possible	9	15
Probable	12	20
Certain	15	25

Potential Hazard	Who might be harmed	Hazard or Risk Description	Risk Level 24.08.20	Mitigating Controls - Preventative & Protective Measures in place	Assigned to and by when:	Risk Level Review 24.08.20
1. <u>Overview</u>		<p><u>THIS RISK ASSESSMENT:</u></p> <p>a) MAKES REFERENCE TO A NUMBER OF UKGOV. DOCUMENTS AND GUIDANCE</p> <p>b) COMPLIMENTS:</p> <ul style="list-style-type: none"> - 262 GENERAL TEACHING 07.01.20 - 261 WHOLE SCHOOL 07.01.20 - EVACUATION PROCEDURE 28.05.20 - FIRE RISK ASSESSMENT 24.06.20 <p>c) REQUIRES THE SCHOOL TO OPERATE IN YEAR GROUP 'ZONES' TO:</p> <ul style="list-style-type: none"> - Reduced risk of Covid-19 spread. - Simplify the practice of Test & Trace (T&T). - Reduce the risk of whole school closure. 		<ul style="list-style-type: none"> • https://www.gov.uk/guidance/new-national-restrictions-from-5-november#childcare-and-childrens-activities • https://www.gov.uk/coronavirus?gclid=Cj0KCQjwqfz6BRD8ARIsAIXQCf0F8f_zPQ8nxj-IGiB8t1FLviA6dO2ldjrur7ULgmTIT2BKlpLqJGAaAgohEALw_wcB • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Rapid coronavirus (COVID-19) testing in secondary schools and colleges (updated guidance 14.01.21) • All school RA's are included on the staff shared area. 		
2. <u>Transport</u>	Staff Students	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p> <ul style="list-style-type: none"> • Unable to comply with social distancing on public transport. • No PPE available 	10	<ul style="list-style-type: none"> • Staff & students encouraged not to use public transport. • Car sharing discouraged • PPE made available to staff who use public transport. • Public transport UK Gov. advice 29.06.20 • As of 06.07.20 WM Travel are providing transport. <ul style="list-style-type: none"> - Students are not required to SD on bespoke buses. 	All line managers DHI LED 06.07.20	

				<ul style="list-style-type: none"> - School will monitor school bus occupants via school CCTV for the benefit of T&T if required. - https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 • School will not provide any transport facilities. <ul style="list-style-type: none"> - Mini bus, taxis Etc. • School will not allow access to motor vehicles for the purpose of dropping off students. • School will check monthly on the availability of public transport and its safety protocols. • Students / staff encouraged to walk or cycle into school. <ul style="list-style-type: none"> - School may provide incentives in September 2020 • Staff should be mindful of SD when parking next to other vehicles <ul style="list-style-type: none"> - Let other users exit or enter their vehicles without compromising safety. 		
<p>3. <u>First Aid / Medical Assistance</u></p> <ul style="list-style-type: none"> - Covid-19 - General illness - General injury 	Staff Students Visitors	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p> <ul style="list-style-type: none"> • Insufficient understanding of SD and viral protection requirements and objectives. • Unable to adhere to SD protocols. • Poor decision making. • Poor or unsafe work practices. 	5	<ul style="list-style-type: none"> • First aid provision <ul style="list-style-type: none"> - Administering or supervising any first aid requires the donning of PPE. - Hands on care only by trained staff. - 1 x primary First Aider on duty 0830 to 1515 SRY - 1 x Covid-19 trained First Aider on duty 0915 to 1500 KRE - 1 x Covid-19 biohazard trained staff member on duty 0800 to 1600 DHI - 1 x support first aiders on duty at all times throughout school day to 	DHI 03.07.20	

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| | | | | <ul style="list-style-type: none"> - Other first aiders will assist in supervision only. • Covid-19 protocols in place for people who are symptomatic. <ul style="list-style-type: none"> - PPE donning and doffing / casualty manual handling techniques in place. - The main hall / reception meeting room x 2 can be used as a holding area for students who are not symptomatic prior to collection. - Reception Meeting and Interview rooms used as holding area for students who are symptomatic prior to collection. <ul style="list-style-type: none"> ○ These areas must be sanitised after occupancy before reuse. • Symptomatic staff or students must be sent home immediately must self-isolate for 10 days' / family members in same household for 10 days. • Students attending school who inform a staff member they have symptoms will be sent home. • All First aid requests must be logged by the main office with a record of the students and current name location. <ul style="list-style-type: none"> - This will assist in test and trace • <i>Staff or students do not need to be sent home even if they have been in contact with someone in school who is symptomatic.</i> <ul style="list-style-type: none"> - <i>If that someone tests positive, UK Gov. then test and trace protocols apply.</i> • All students requiring a PEEP will have it reviewed or amended by 04.09.20 with appropriate actions implemented accordingly. | | |
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				<ul style="list-style-type: none"> - Any additional risks and mitigating actions will be recorded on the PEEP 		
<p>4. <u>Confirmed cases of Covid-19</u></p>	<p>Staff Students Visitors</p>	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p> <ul style="list-style-type: none"> - Contact with a person who has tested positive. 	15	<ul style="list-style-type: none"> • UKGOV. Update 03.07.20 Protocols to be implemented using Sections 1.7 1.8 1.9 as the template. • Home testing kits will be provided on request. <ul style="list-style-type: none"> - PHE to supply a limited amount • Significant wellbeing policies and procedures in place. • HR conduct a back to work and welfare review after self-isolation following: <ul style="list-style-type: none"> - https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/ 		
<p>5. <u>School Closure</u></p>	<p>Staff Students Visitors</p>	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p> <ul style="list-style-type: none"> • Failure to adhere to the 4 key system of control points. <ul style="list-style-type: none"> - Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. - Clean hands thoroughly more often than usual. - Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach - Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Poor decision making. • Poor or unsafe work practices. • An adverse reaction to the demands of 'home working', isolation and work life balance. 	5	<ul style="list-style-type: none"> • School may be subject to a full or partial closure to contain an outbreak. <ul style="list-style-type: none"> - The Local Authority (LA) may use UKGOV. Update 03.07.20 Protocols to be implemented in Section 5 (Contingency planning for outbreaks). • School has reapplied student management protocols in Risk Assessment V5 01.06.20 for provision to key workers and vulnerable students only. • The school staff required to support supervision of key & vulnerable students are determined by SLT (these are the staff who currently offer very limited or no remote teaching.) • Lone working policy and current risk assessments still apply. 	<p>SLT 26.01.21</p>	

6. <u>Remote & Home Working</u>	Staff Students	<p>Illness, distress and injuries related caused by:</p> <ul style="list-style-type: none"> • Failure to advise staff and students on DSE regulations (Homeworking) • An adverse reaction to the demands and pressures associated with the current health crises. 	3	<ul style="list-style-type: none"> • School regularly updates staff on the latest guidance. <ul style="list-style-type: none"> - https://www.hse.gov.uk/msd/dse/home-working.htm • School has made provision for the supply of suitable IT devices and access rights. • School has set up sufficient remote access for the provision of lessons and pastoral care. <ul style="list-style-type: none"> - Code of conduct protocols are in place. • Additional materials and resources can be provided if suitable and available via HR welfare meetings. • School has directly provided identified Homeworkers advice on how to work from home safely. <ul style="list-style-type: none"> - Best practice advice from external sources (e.g.) BBC website - Working from Home H&S Training from Hays online. • Line managers will ensure the contacting Homeworkers is within contracted hours only. • Student wellbeing is managed via pastoral managers, form tutors or other staff as required. 	<p>CPE 27.11.20</p> <p>SLT 04.01.21</p>	

<p>7. <u>Stress & Wellbeing</u></p>	<p>Staff Students</p>	<p>Illness or distress caused by:</p> <ul style="list-style-type: none"> An adverse reaction to the demands and pressures associated with the current health crises. 	<p>6</p>	<ul style="list-style-type: none"> Current risk assessments apply HR will consult with Vulnerable & BAME staff members to ascertain any additional workplace risks or traveling on public transport. Vulnerable, BAME & Pregnant staff members are to be consulted on an additional RA. Over 55's to receive a wellbeing check Reaffirmation by AKI post school term breaks of RA protocols to be communicated. The school will act and mitigate accordingly. All consultations will be recorded. All staff will be issued a 'Safety' zip bag with hand sanitiser, wipes, pens, face mask, Hi-Viz tabard and gloves. The staff 'HUB' is still available as a designated work in JAS SEHS & INCLUSION spaces. <ul style="list-style-type: none"> All soft furnishings in 'HUBS' has been removed to help prevent staff being less than 2m in proximity for more than 15 consecutive minutes. School Fitness Room <ul style="list-style-type: none"> This room is not used by students during the current pandemic. It is cleaned as part of the usual schedule. Hand sanitiser is available and all equipment must be sanitised after use by staff. No more than 2 x people to occupy this space at the same time. 	<p>CPE 16.11.20</p>	
<p>8. <u>Social Distancing</u></p>	<p>Staff Students Visitors</p>	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p>	<p>10</p>	<ul style="list-style-type: none"> <u>Staff:</u> <ul style="list-style-type: none"> Reaffirmation by AKI post school term breaks of RA protocols to be 	<p>SLT / All line</p>	

- Large groups of students gathering pre & post school day.
- Large groups of students gathering pre & post class changeovers or during school breaks.
- Insufficient understanding of SD & PPE responsibilities, requirements and objectives.
- Failure to adhere to SD protocols.
- Poor decision making.
- Poor or unsafe work practices, including leadership, faculty and other staff or team meetings.

- communicated.
- All staff have been allocated a specific work space, other work stations are available if directed.
- Must ensure their own safety is not compromised by students or staff.
- Current school SD & PPE protocols are for the benefit and safety of 'ADULTS'.
- SLT must reinforce awareness / implementation of SD protocols of staff to staff transmission.
- SLT must reinforce awareness / implementation of SD protocols of student to staff transmission.
- SD & PPE must be supervised and maintained at all times.
- SD & PPE protocols must be reiterated and communicated to parents and carers.
- To remain a minimum of 2m apart at all times.
- SD of less than 1m should be avoided with students
 - If unavoidable PPE must be donned after 15 minutes.
- Must not share desktop devices or equipment.
- Must restrict their movement to parts of the school outside their allocated spaces.
- In an emergency situation the safety of the children is the priority.
- The safety of the children must take priority:
 - In the event of a potentially dangerous or unsafe situation occurring.
 - To prevent an escalating situation.
 - UKGOV. Update 03.07.20 Protocols to be implemented in Section 1.5

managers
04.01.21

(Minimise contact between individuals and maintain social distancing wherever possible).

- Break Duties:
 - o Will wear a Hi-Viz tabard to assist with proximity awareness.
- DfE staff ratios still apply.
- All work spaces have been:
 - Assessed for suitability
 - Reconfigured to maintain SD for staff and a clearly defined safe working zone.
 - Allocated a maximum occupancy number and signage attached to the entrance.
- All internal and external routes, entrances / exits within school grounds will continue to display 2m:
 - Safety and Information Notices
 - 2m SD posters
 - 2m SD floor signs
- Meetings can be held but a listed below in preferential order for safety:
 - a web based conferencing service 'Teams or Zoom' Etc.
 - if a physical meeting is required:
 - o The frequency is kept to a bare minimum.
 - o Can only take place in a SD pre-allocated space.
 - o No shared refreshments.
 - o External guests must comply with all school SD protocols and must be accompanied to and from the work space.
- Students:
 - Must follow SD & PPE protocols

				<p>towards 'ADULTS' at all times.</p> <ul style="list-style-type: none"> - SLT must reinforce awareness / implementation of SD protocols towards staff from students. - SD protocols must be communicated to parents and carers outlining the significant 'RISK' to staff from student's not following guidelines. - UKGOV. Update 03.07.20 Protocols to be implemented in Section 5. (Minimise contact between individuals and maintain social distancing wherever possible). • <u>Contractors, School Support, External Agencies Etc.</u> <ul style="list-style-type: none"> - Only allowed on site by prior appointment. - Must comply with all school SD protocols and must be accompanied to and from the work space. - In some cases 3rd Party Risk Assessments must be reviewed before any visit commences. 		
9. <u>Classroom Safety</u>	Staff Students	<p>Death, Incapacity, Serious illness or Infection transmission as a result of:</p> <ul style="list-style-type: none"> • Covid-19 exposure due to: <ul style="list-style-type: none"> - Insufficient cleaning and sanitisation of workspace. - Insufficient cleaning and sanitisation of workplace equipment. - Failure to comply with social distancing. 	5	<ul style="list-style-type: none"> • Classrooms: <ul style="list-style-type: none"> - Reaffirmation by AKI post school term breaks of RA protocols to be communicated. - All classrooms have been checked during term breaks and readjusted to comply with SD measures. - Will have a standard 30 student layout. - A clearly defined 2m SD teaching safe zone will be implemented. - Excess furniture will be removed. - Deep cleaned before school the Autumn Term recommences. - To be cleaned daily including the 	DHI 02.11.20	

				<p>continued use of the chlorine mist (0.1% solution)</p> <ul style="list-style-type: none"> - Shared equipment / resources for student use to be reinstated. - All staff will be issued with a 'safety' zip bag. - Hand gel, disinfectant wipes and pump sanitisers available in all classrooms. - Respiratory management protocols in place. <ul style="list-style-type: none"> o Catch, bin it, Kill it posters o Boxes of tissues o Sufficient bin (lid less) capacity • Enhanced student behaviour policy implemented • New student code of conduct to be signed by all in attendance. 		
<p>10. Classroom Logistics</p> <ul style="list-style-type: none"> - Whole school 		<p>Death, Incapacity, Serious illness or Infection transmission as a result of:</p> <ul style="list-style-type: none"> • Covid-19 exposure due to: <ul style="list-style-type: none"> - Large groups of students gathering pre & post class changeovers or during school breaks. - Overcrowded classrooms / corridors and dining and social spaces. - Failure to comply with social distancing. 	5	<ul style="list-style-type: none"> • Reaffirmation by AKI post school term breaks of RA protocols to be communicated. • Students broken into year groups of 250 people. (suspended until at least WC 22.02.21 due to new UKGOV direction). • 5 x independent mini school 'zone' spaces created with sufficient: <ul style="list-style-type: none"> • Outside space. • Toilets. • Separate staff / work area. • Removal room • Dining facilities. • Wet break area. • Staff tea and coffee facilities. • A provision for SEND and Inclusion has been made available. • A school 'movement of people' plan is to be implemented. 	SLT 05.01.21	

<p>11. Curriculum</p> <ul style="list-style-type: none"> - Science - Art - Design Technology - PE - Drama - Music - Educational trips - Extra Curriculum Provision 	<p>Staff Students</p>	<p>Death, Incapacity, Serious illness or Infection transmission as a result of:</p> <ul style="list-style-type: none"> • Covid-19 exposure due to: <ul style="list-style-type: none"> - Insufficient cleaning and sanitisation of workspace. - Insufficient cleaning and sanitisation of workplace equipment. - Failure to comply with social distancing. 	<p>5</p>	<ul style="list-style-type: none"> • Curriculum is being delivered remotely via Teams. • The school will deliver a broad and balanced curriculum as directed. • No specialist subject teaching will commence without being Risk Assessed. • All RA's will require SLT sign off before lessons can commence. • Where practicable Art & DT resources will be deployed to the 'zones' to reduce student movement. <ul style="list-style-type: none"> - YR 10 & 11 will have restricted use of Blake and Aristotle blocks • YR 10 & 11 will begin practical & IT lessons for ART / DT / FOOD TECH. / MUSIC <ul style="list-style-type: none"> - RA's are in place for all Depts. - Accompanied movement only - Limited spaces in use: <ul style="list-style-type: none"> - A1 A2 A3 A4 B1 LRC MR1 MR2 Classrooms will be cleaned before access allowed to another group. - Covid safety is the responsibility of Faculty Head • YR 9 curriculum to be reviewed in Dec 2020 by SLT • The school will not be providing extra curriculum provision at this time. • The school will not be running any educational trips. 	<p>SLT 04.01.21</p> <p>Faculty Heads 16.07.20</p> <p>SLT 05.10.20</p>	
<p>12. Space Allocations</p> <ul style="list-style-type: none"> - All staff - Years 7 to 11 	<p>Staff Students</p>	<p>N.B the 'ZONE' spaces are subject to review and amendment without consultation.</p> <p>Please see:</p>		<ul style="list-style-type: none"> • All staff have an allocated work space. • Vulnerable & key worker protocols apply from RA V5 • ZONE configuration to be reinstated as 	<p>SLT 04.01.21</p>	

		<p>Appendix 1. Space locations and descriptions</p> <p>Appendix 2. Site map</p> <p>Appendix 3. UKGOV. Guidance for full opening – Schools</p> <p>Appendix 4. Hygiene management protocols 08.07.20</p> <p>Appendix 5. Do's and Don'ts crib sheet</p> <p>Appendix 6. Mass Testing RA</p>		<p>required from WC 22.02.21 and to be agreed by SLT</p> <ul style="list-style-type: none"> • Mass testing as directed by UKGOV to commence WC 04.01.21 in the gymnasium and has its own RA. <ul style="list-style-type: none"> - https://www.gov.uk/government/speeches/education-secretary-sets-out-school-contingency-plans-for-england • Governors are required to agree and sign off any significant changes to this RA before implementation. 		
<p>13. <u>Classroom Logistics</u></p> <ul style="list-style-type: none"> - Vulnerable - Disruptive 		<p>N.B Additional 'ZONE' space may be required and is subject to review and amendment depending on cohort.</p>		<ul style="list-style-type: none"> • Aristotle and Inclusion spaces to be kept empty for additional capacity. 	All SLT 16.07.20	
<p>14. <u>Catering Provision</u></p>	<p>Staff Students</p>	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p> <ul style="list-style-type: none"> • Insufficient understanding regarding the transmission of Covid-19. • Low awareness of transmission vectors. • UK Government requirements and objectives for safety in schools not being met. 	5	<ul style="list-style-type: none"> • Students and staff will be encouraged to bring their own PACKED LUNCH. • Covid-19 hygiene management protocols in place. • Contract cater to provide operational Risk Assessment. • Additional service hygiene protocols agreed 13.07.20 • School will no longer provide food for staff or students from 11.01.21 as per RA V5 • All protocols below are suspended until 22.01.21 <ul style="list-style-type: none"> - Prepared food will only be available at LUNCH break. - Hot and Cold food will available in all 'zones' 	SLT 05.02.21	

				<ul style="list-style-type: none"> - Breakfast bags will be made available on request from Pastoral managers for students who require it. - Other menu items are available as directed by Taylor Shaw with the agreement of and SLT. 		
15. Hygiene	Staff Students Visitors	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p> <ul style="list-style-type: none"> • Insufficient understanding regarding the transmission of Covid-19. • Low awareness of transmission vectors. • UK Government requirements and objectives for safety in schools not being met. 	5	<ul style="list-style-type: none"> • UKGOV. Update 03.07.20 Protocols to be implemented in Section 1. (Public health advice to minimise coronavirus risks - System of Controls). <ul style="list-style-type: none"> - Prevention measure 1 to 4 in place from March 2020. - Reduction measures have been in place from March 2020 • Daily inspection of all 'in use' spaces. • Covid-19 hygiene management protocols in place. • 1 x day cleaner are in situ to assist in the hygiene management of the additional classrooms in use from 02.11.20 • Food & DT technicians will also be cleaning and sanitising their designated spaces from 02.11.20 <ul style="list-style-type: none"> - Technicians will be redeployed as directed by LM AKI to assist with school function and hygiene. • Contract cleaners will continue all functions as if school were fully occupied with a review WC 08.02.21 • High traffic areas will be cleaned throughout the day. • Student toilets will be cleaned between breaks and between the lunch service 'pause' in Gandhi • Information notices in all work spaces. • Hand washing and / or sanitisation available 	DHI 07.07.20	DHI 04.01.21 SLT 05.01.21 SLT 05.01.21

				<ul style="list-style-type: none"> in all work spaces. • Hand sanitisation required before entering or leaving: • school site • any work space • classroom • PPE will still be made available to staff, students, visitors and contractors. • Contractors have pre notification of required protocols before attending site. • Staff will not preparation of food or drinks for others. • External water fountains are isolated from 02.11.20 • Water points will be available to students in each zone. • Catering and service staff have own safety protocols and risk assessments in place if required to attend. • All students are encouraged to provide own food and drink. • The school will be reviewing the provision for hot & cold food to be made available to all student's WC 22.02.21 • Staff are encouraged not to use students dining facilities. 		
16. <u>Covid – 19 Awareness</u>	Staff Students Visitors	Death, Incapacity, Serious illness or infection transmission as a result of: <ul style="list-style-type: none"> • Insufficient understanding of SD requirements and objectives. 	5	<ul style="list-style-type: none"> • Reaffirmation by AKI post school term breaks of RA protocols to be communicated. • Restricted access notices for school. • Information notices on all entrances. • Shared Risk assessment. • Updates on staff bulletins. • Staff briefings • Staff handbook 	DHI 06.07.20 LED 01.06.20 SLT 08.06.20	

<p>17. <u>Movement around school</u></p>	<p>Staff Students Visitors</p>	<p>Death, Incapacity, Serious illness or infection transmission as a result of:</p> <ul style="list-style-type: none"> • Insufficient cleaning and sanitisation of workspace. • Insufficient cleaning and sanitisation of workplace equipment. • Failure to comply with: <ul style="list-style-type: none"> - Insufficient understanding regarding the transmission of Covid-19. - Low awareness of transmission vectors. - UK Government requirements and objectives for safety in schools. - Social distancing. 	<p>5</p>	<ul style="list-style-type: none"> • Zones will not mix or interact • Students are restricted to a single teaching space / block throughout their stay. <ul style="list-style-type: none"> - YEAR 11 teaching will require some but limited movement between Zones. • Separate entrances / exits for all 'year zones'. • School will operate a 'STAY LEFT' protocol for corridors, stairs and walkways were practicable. • All internal doors will remain open between 0800 – 1530 as is practicable for the benefit of: <ul style="list-style-type: none"> - Ventilation - reduced touch points - No significant risk to safety due to Fire is anticipated. - All staff will have further Fire Safety Instruction in September. • Floor signage will be in place for all traffic areas. <ul style="list-style-type: none"> - SD floor tape laid out for all corridors. • All staff will receive: <ul style="list-style-type: none"> - A 'Safety' zip bag with hand sanitiser, wipes, pens, face mask, Hi-Viz tabard and gloves. - Access to flight bags to help with the movement of resources. - Assistance from the Site Team as required. • School will continue to have 2 x breaks. • Staff and students are required to move around school <ul style="list-style-type: none"> - Both must wear mask in all corridors and communal areas. - Mask wearing is recommended. - Masks must be worn in areas or situations where SD is compromised. 	<p>All SLT 06.07.20</p>	
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| | | | | <ul style="list-style-type: none"> • Break / lunch will be served in specific 'Zones' areas to restrict interaction. • When not teaching students staff will be housed by group in separate (staff / work room) facilities that are SD compliant. • 2m Social Distancing signage on entrances and walkways. • Hand sanitisation required by all when entering or re-entering any work space. • Supervised / escorted: <ul style="list-style-type: none"> - Class relocations. - First Aid - Breaks | | |
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