

| THE BOUELVARD ACADEMY RISK ASSESSMENT | | |
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| COVID – 19 | Date Reviewed: 12-04-21 | |
| Marking Books | Status: Staff are required to regularly mark student's books. | |
| Reviewed by Natalie Morris | Position: Deputy Curriculum and Assessment Lead | |
| What are the risk factors associated with the staff member marking books? | <p>Areas of need:</p> <ul style="list-style-type: none"> • Staff are required to mark students' work. • Staff may display symptoms of COVID-19 while in school. • Students may display symptoms of COVID-19 while in school. • Staff may be unknown carriers of COVID-19 while in school. • Students may be unknown carriers of COVID-19 while in school. <p>Risks: Student/staff may have COVID-19 infection and may or may not display symptoms; exercise books may become contaminated.</p> | <p>Safety Factors put in place:</p> <ul style="list-style-type: none"> • Assessment books will be placed in plastic boxes and will be left for 48 hours at the front of the classroom before the staff member can mark them. • For light touch making, disposable gloves and a visor must be worn unless the books have been left for 48 hours. • A new pair of disposable gloves must be worn for each set of class books. • Staff should wash their hands thoroughly with soap and water once they remove the gloves <p>Any waste should be disposed of immediately in the bins provided.</p> |
| <p>What controls do we currently have in place/how are we currently mitigating this risk? Are they sufficient?</p> <ul style="list-style-type: none"> • Hand washing/hand gel available in all classrooms & offices • All students and staff displaying symptoms advised to self-isolate at home • No staff or student in the 'at risk' category on site • All staff and students on site aware of social distancing rules applied • All cleaning routines have been reviewed in accordance with COVID-19 guidance | | |

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| <ul style="list-style-type: none"> • All rooms used are cleaned and then left for minimum 72 hours • PPE equipment available for staff who have to mark students' work. • COVID-19 Marking Policy has been updated to ensure safe practices are adopted by all stakeholders. | |
| Date of next review: | 17-05-21 |
| To be actioned by: | NMO |