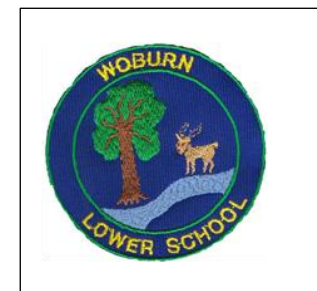


Woburn Lower School/Heritage Centre/Church Walkway

Risk Assessment



Risk Assessment for: The use of the Heritage Centre Gate as temporary access for parents to pick up and drop off children to Woburn Lower School as from March 8 th 2021. It is intended that this risk assessment will remain in place until the end of the Summer term or until Government Guidelines change.	What are you risk assessing? To assess whether using the Heritage Centre Gate is a safe assess for up to 24 children and parents at any one time to enter Woburn Lower School. The walkway is part of the Church and is maintained by them, but a daily risk assessment would be carried out by our Site Agent. The alternative route of access is proposed to minimize the number of people accessing the school site and to ensure pupils can be delivered to school safely whilst limiting the risk of exposure to COVID-19.	
Establishment: Woburn Lower School/Heritage Centre	Assessment by: Sharon Longmuir – Head Teacher at Woburn Lower School	Date: 24.02.2021
Risk assessment number/ref: 3	Approved by Health and Safety Governor: Darren Stanbridge	Date: 24.02.2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date completed
Slips, trips and falls	Parents/carers and children may be injured if they trip over objects or slip on spillages. Risk of COVID – 19 infection spreading Cuts and abrasions, other physical and major injuries.	<ul style="list-style-type: none"> All areas only accessed during daylight hours Reminder to take care given to all parents/carers, particularly during wet weather. All parents/carers and children advised to only walk within the grounds of the Heritage Centre. Daily risk assessment made by Woburn Lower School Site Agent - Spills / trip hazards immediately cordoned off / signed and then dealt with. Use of the access is for pupil drop off/collection only. The school will not be inviting visitors onto site. Staff will use the existing school entrance. 		Headteacher – Woburn Lower School Site Agent – Woburn Lower School	8.3.2021 Daily checks to be maintained	8.3.2021
Vehicle movements	Parents/carers and children may be injured in light of the access from Bedford Street also being used by a limited number of vehicles.	<ul style="list-style-type: none"> Parents/carers asked to keep their children close to them and to be extra vigilant when entering the access to the Heritage Centre. 				

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date completed
Risk of COVID-19 infection spreading	Parents/carers, children, visitors to the site	<ul style="list-style-type: none"> • Social distancing rules sent to parents/carers • All parents/carers asked to only bring their own children to school. • Parents are asked to wear masks as they pick up and drop off their children. • Parents/carers asked to queue with their children at a 1 - 2m spacing from a marked point, where they will wait until called forward by a member of staff at the gate to safely deliver their children to school. • The walkway is wide enough to maintain social distancing and a 'one way' system can be established by parents/carers always using the left hand side of the pathway on entry and egress from the Heritage Centre. • Parents/carers asked not to touch gates or any other surfaces within the Heritage Centre. • Parents/carers asked that once they have delivered or collected their children to or from school, they immediately leave the Heritage Centre and move away from the access and do not socialise with other families. 		Headteacher – Woburn Lower School	8.3.2021	8.3.2021

Risk assessment review due: At the end of each half term or in the light of any changes to the current situation and Government Guidelines