

Risk Assessment – Finance and Exams

A	Date: 16/10/2020	School: Holly Lodge Girls' College	Team: finance and exams	Location:
	Review Date: 30/10/2020	Ref:	Assessor: M Hughes	Head Teacher: A Keen

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic – Finance and exams
---	---

C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	Covid-19 virus: General	Staff Pupils Visitors	<p>Staff will made aware of the whole school risk assessment and the controls in place across school</p> <p>Hand sanitizer will be available with opportunity to access hand washing regularly.</p> <p>Limit the number of staff in the Finance, Business Manager's or Exam office to no more that 3 at any one time</p> <p>Masks must be worn when on corridors, or in the vicinity of other staff and students</p> <p>Staff must maintain 2m social distancing at all times</p>	Low

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N ^o to correspond with Hazard Ser N ^o)	E To be completed by the Manager			
Ser N ^o	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1					

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p>	<p>Risk assessment signed off by:</p> <p>Signature:</p> <p>Date:</p> <p><i>Please note an electronic signature will suffice.</i></p>
----------	---	--

16/10/2020