Marking Student Work COVID-19 Return Risk Assessment

Area of Concern	Risk	Risk Level Before Controls *Low = 1-2 Medium =3-4 High = 6+*	Control Measures	Risk Level After Controls *Low = 1-2 Medium =3-4 High = 6+*	Additional Actions/Resources Required	Links to Relevant Policies or Government Advice	Responsibility	Control Measures in Place?
Collection of work	Breaching social distancing rules during the submission of work to be marked	6	One of the following control measures can be selected by the member of staff; 1) Electronic submission of work 2) Work left at single central location by students when submitting, staff to manage movement of students to minimise mixing 3) Work left on desk by students and collected by staff member once students leave room	1	Staff to wash hands washed before and after handling work with soap and warm water or 70% alcohol hand sanitiser, avoid touching eyes, nose or mouth.		Teachers	
Staff handling submitted work	Transfer of virus on submitted work	6	Implement control measure from the list below, where possible use a control measure from as high up this list as possible. Measures from further down the list should only be used if it is not possible to use a more thorough method. 1) Change method of submission so all assessed work is submitted electronically. 2) Materials left for 72 hours before being marked. 3) Sterilise materials before marking using alcohol based cleaning products or cleaning products which destroy viruses 4) Maintain strict hand hygiene when marking	2	Staff to wash hands washed before and after handling work with soap and warm water or 70% alcohol hand sanitiser, avoid touching eyes, nose or mouth.		Teachers	
Returning marked work to	Breaching social distancing rules during the submission of work to be marked	6	One of the following control measures can be selected by the member of staff;	1	Staff to wash hands washed before and after handling work with soap		Teachers	

Date for Review – 7th January 2020

students			1) Electronic submission of work 2) Work left at single central location by staff, students allowed to collect work. Movement managed by staff members to minimise mixing within class group 3) Work left on desk by staff prior to students entering classroom Select a control measure from the list below 1) Change method of submission so all assessed work is submitted electronically. 2) Materials left for 72 hours before being marked. 3) Sterilise materials before marking using alcohol based cleaning products or cleaning products which destroy viruses		and warm water or 70% alcohol hand sanitiser, avoid touching eyes, nose or mouth.			
	Transmission of virus from staff members to students via marked work						

Signed (Health and Safety Manager)   Date   8/12/20

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