

## APPENDIX C: Template for Risk Assessment

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Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	19/01/21	Lead Assessor	D Tungate	Contract		Assessment Number	1
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Nottingham Girls' Academy						
<b>Activities Involved</b>	Traversing the site on foot Testing academy staff and students					<b>Location</b>	
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

**NB where this document refers to guidance unless otherwise specified the guidance is the NS/DfE Test and Trace document: 'COVID-19 National Testing Programme 'How to Guide' – Rapid Testing in Schools and Colleges.**

**Any references to sections and page numbers within this risk assessment refer to the corresponding sections and pages within the NHS/DfE document.**

**Testing staff refers to any staff involved in any part of the process including cleaning staff and site staff involved in setting up the testing area, waste disposal etc.**

**This document is a template produced by the Trust Health & Safety Team using the DfE template. Before use as with any RA it must be made site specific.**

**PPE (Personal Protective Equipment) refers to any items included in the guidance or other items required by risk assessment for any of the activities being carried out e.g. slip resistant shoes for cleaning staff, shoes or boots with toe protection for site staff**

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	Untrained staff	Fail to manage risks resulting in transmission of virus leading to ill health or death	<ul style="list-style-type: none"> <li>• <b>Management.</b> Principals and other relevant managers within the academy and Central Team must ensure that they are familiar with the guidance and able to take appropriate action if issues are escalated or decisions are required</li> <li>• <b>Quality Lead.</b> The Principal must appoint a 'Quality Lead (QL)' prior to completing the remainder of this risk assessment (RA) and starting the rest of the process</li> <li>• <b>Check you are ready to start testing.</b> The Principal must ensure a quality management plan is in place before testing begins. <a href="#">See Step 6 pages 34-35</a></li> <li>• <b>Selecting staff to work in the Testing site.</b> Consideration must be given to the suitability of staff to work in the testing process. Staff who are in a high (extremely clinically vulnerable) or moderate risk group (clinically vulnerable) or who care for somebody who is in either of those groups should not be part of the testing team (including cleaning and waste disposal related to the testing)</li> <li>• <b>Training.</b> A QL must be in place before training begins. Ensure all staff involved in the process in any capacity have read the guidance and have been trained (<a href="#">see Step 3, pages 19-21</a>) prior to any testing being carried out on site</li> </ul>	1	4	2	
2	PPE ineffective	Testing staff: <ul style="list-style-type: none"> <li>• do not use PPE</li> <li>• use incorrect PPE; or</li> <li>• wear PPE incorrectly resulting in transmission of virus leading to ill health or death</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Supplies.</b> Ensure sufficient supplies of PPE at all times. <a href="#">See Step 4 pages 22-24</a></li> <li>• <b>Suitability.</b> Ensure any PPE items, which are non-adjustable e.g. gloves are available in all sizes</li> <li>• <b>Training.</b> Ensure all testing staff have read and understood the guidance including on-line training and additional guidance on (<a href="#">see Step 4, page 25-26</a>). Staff should also read the relevant Trust Safe Systems of Work (SSWs) <a href="#">here</a></li> <li>• <b>Face masks.</b> All centre staff (including staff visiting the centre or staff in centre access or egress routes) must wear a fluid resistant (Type IIR) surgical mask (FRSM) at all times that they are in those areas. If they usually wear another type of face covering e.g. scarf, veil the FRSM must be worn in conjunction with this.</li> </ul>	1	4	2	
3	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> All staff, pupils/students or others being tested (referred to in this document as the subjects) are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms</li> </ul>	2	4	4	

			<ul style="list-style-type: none"> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building</li> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception/security staff</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff</li> <li>• Where a subject has an exemption from wearing a face mask suitable arrangements should be put in place to reduce the risk of contamination. Staff who are exempt from wearing a face mask must not enter the centre except for personal testing</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management &amp; sampling staff</li> <li>• A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance</li> <li>• To enable easy cleaning, floors must be non-absorbent e.g. vinyl, tile, sealed wood</li> <li>• Cleaning products must be certified to BS/EN14476 and be used in accordance with the manufacturer's recommendations</li> <li>• Limited clutter; chairs to be provided for subjects only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> <li>• Ensure all rooms used within the process and other areas e.g. corridors used by staff involved in any part of the process and/or subjects are arranged in accordance with NHS/DfE guidance <a href="#">here</a> (see Step 2, pages 11-16 and Appendix, pages 49-50) for setting up the site). NB the diagram for the Processing desk is incorrectly numbered; although it shows sanitiser the item is not numbered. Sanitiser must be provided at the processing desk/desks</li> <li>• <b>No personal items to be brought to the test site.</b> Disposable water cups/bottles may be provided in a dedicated area to support hydration for staff during long testing sessions. This activity should only be undertaken after removing PPE and proper handwashing. All disposables must be discarded in a general (black) waste bag before leaving the testing area</li> <li>• No food in the testing area</li> </ul>				
4	Contact between subjects and staff increasing the risk of transmission of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Maintain social distancing (minimum of 2mtrs) at all times</li> <li>• Arrange desk and registration area to reduce the risk of people being within 2mtrs of each other i.e. by markings on floor, position of Registration Assistant and desk</li> <li>• Manage numbers going into registration area to ensure 2mtrs is maintained</li> </ul>	2	4	3	

	COVID19: <u>Welcome &amp; registration</u>		<ul style="list-style-type: none"> <li>• Manage movement to and from registration area to avoid build-up of subjects waiting to be registered or tested</li> <li>• Registration Assistant to sanitise hands and disinfect desk between each registration</li> </ul>				
5	Contact between subject and Test Assistant increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Maintain social distancing (minimum of 2mtrs) at all times with the exception of Test Assistant and subject</li> <li>• Test Assistant and subject to limit amount of time within 2mtrs of each other to as short a time as possible</li> <li>• Wherever possible the subject should self-swab</li> <li>• Subject to sanitise hands before passing barcode to Test Assistant</li> <li>• Test Assistant to sanitise hands, equipment and surfaces after each test</li> <li>• Follow the guidance in the NHS/DfE 'How to Guide' <a href="#">here</a> (see Step 2, page 13)</li> <li>• Test Assistant must ensure they are wearing PPE at all times they are involved in sampling activities <a href="#">here</a> (see Step 7, pages 36-40)</li> <li>• Test Assistant and student being tested at the time (referred to in this document as the subject) must ensure hand hygiene guidance is followed</li> <li>• Maintain social distancing (minimum of 2mtrs) at all times with the exception of Test Assistant and subject</li> <li>• Wherever possible the subject should self-swab</li> <li>• Follow the guidance in the NHS/DfE 'How to Guide' <a href="#">here</a> (see Step 6 36-41)</li> </ul>	1	4	2	
6	Subject unable to or uncomfortable with self-swabbing e.g. SEND pupils, visually impaired	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Where self-testing isn't possible, the Test Assistant must ensure they are wearing PPE and follow guidance on pages <a href="#">here</a> (see Step 7, pages 42-43). The guidance is aimed primarily at SEND but is appropriate for any subject who is not able to or will have difficulty self-swabbing</li> <li>• Test Assistant and subject to limit amount of time within 2mtrs of each other to as short a time as possible</li> <li>• Test assistant must wear disposable gloves before commencing swabbing. After swabbing the subject and handling the sample and barcode the gloves must be removed and disposed of following the guidance (see Step 4, page 25-26)</li> </ul>	1	4	2	We will not be testing pupils unable to self-swab in the first instance due to lack of consent.
7	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Runner must ensure they are wearing correct PPE at all times they are handling samples and en route to or in the test centre/sampling area</li> <li>• Samples must be transported securely. Ensure route to test centre is clear and that samples are packed correctly to minimise risk of them being disturbed whilst being carried to the test centre</li> <li>• If samples are dropped treat any surface that the samples have touched as potentially contaminated with coronavirus and clean and disinfect in accordance with Government guidance <a href="#">here</a> and Trust guidance</li> <li>• Ensure social distancing at all times when collecting, transporting and delivering samples</li> <li>• Follow the guidance in the NHS/DfE 'How to Guide' <a href="#">here</a></li> </ul>	1	4	1	
8	Contact between samples and sample Test Assistants increasing the transmission of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Test Assistants must ensure they are wearing PPE at all times they are handling samples</li> <li>• Ensure good hand hygiene once PPE is removed e.g. when changing PPE, at end of session etc.</li> <li>• Follow the guidance in the NHS/DfE 'How to Guide' <a href="#">here</a> (see Step 4, pages 22-24)</li> </ul>	1	4	1	

	COVID19: <u>Sample processing &amp; analysis.</u>						
9	Contact between samples and sample Test Assistants increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Ensure swabbing, processing and recording desks have a waste bin/s with correct bin liner</li> <li>• Ensure bags are removed and replaced at regular intervals</li> <li>• Do not overfill bags</li> <li>• Swabs, tissues and cartridges to be disposed of in yellow bags</li> <li>• PPE, mop heads and cloths to be disposed of in 'Tiger' i.e yellow and black striped bags</li> <li>• Ensure waste disposal area complies with guidance</li> <li>• Samples must not be touched at any time with bare hands or be allowed to come into contact with uncovered skin</li> <li>• If accidentally exposed to sample notify the QL</li> <li>• Where self-testing isn't possible, the Test Assistant must ensure they are wearing PPE and follow the guidance in the NHS/DfE 'How to Guide' <a href="#">here</a> (see Step 2, pages 17-18)</li> </ul>	1	4	1	
10	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test</li> <li>• Barcodes are attached by trained staff at the sample collection bay Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device (LFD) at this station</li> </ul>	2	3	2	
11	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>• Rule based recall of subjects who have not received a result within 1 hr of registration</li> <li>• Subjects are called for a retest</li> </ul>	2	1	1	
12	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>• <b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>• Do not use if the solution has expired</li> <li>• Training in handling potentially biohazardous samples, chemicals and good lab practice is included in the on line training package. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	1	1	1	

13	Run out of safety supplies e.g. PPE, sanitiser, disinfectant wipes, waste bags etc. and/or testing supplies	Transmission of the virus leading to ill health or potential death Risk of untested people being on-site with virus	<ul style="list-style-type: none"> <li>Ensure responsibility for monitoring and ordering supplies is allocated and that replacements are ordered in sufficient time</li> <li>If testing supplies run out then anyone taking a daily test as a result of contact with a positive case must stay at home and self-isolate in accordance with the stay at home guidance</li> </ul>	1	1	1	Will be untested people on site anyway due to lack of consent.
14	Supplies not stored correctly	Unable to carry out testing; risk of untested people being on-site with virus	<ul style="list-style-type: none"> <li>Ensure test kits are stored safely and securely in a dry location at a temperature between 2°C and 30°C and should be kept out of direct sunlight</li> <li>Storage should be in accordance with existing Trust guidance on storing items and should avoid working at height wherever possible</li> </ul>	1	1	1	
15	Occupational illness or injury	Injury, ill health or death	<ul style="list-style-type: none"> <li>All accidents, near misses and violent incidents (e.g. verbal abuse) must be reported using the Trust's existing documentation.</li> <li>If a member of staff or pupil is contaminated or potentially contaminated as a result of the testing procedure, this should be reported on an accident form for actual contamination or a near miss form where there was the potential for contamination. See HSE guidance <a href="#">here</a></li> </ul>	1	1	1	
16	Manual handling	Injury, ill health or death	<ul style="list-style-type: none"> <li>Follow Trust guidance and existing RA</li> <li>Amend RA if COVID testing arrangements create or change any risks/controls</li> </ul>	1	1	1	No manual handling to take place
17	Unauthorised access by members of the public	Disruption and possible contamination of testing area Potential violent incident leading to injury, ill health or death	<ul style="list-style-type: none"> <li>Ensure usual security arrangements for preventing unauthorised access are maintained and if required additional controls put in place if access arrangements are different for testing</li> </ul>	1	1	1	
18	Uneven surfaces e.g. floor protection in the Testing and Welfare areas	Trips or slips leading to injury or death	<ul style="list-style-type: none"> <li>Ensure any floor protection e.g. barrier mats, cable protectors are secure and visible</li> </ul>	1	2	1	
19	Steps/stairs to / from testing facilities	Trips, slips or falls leading to injury or death	<ul style="list-style-type: none"> <li>Reduce risk by locating services on ground floor. If this is not possible ensure stairs are kept clear of hazards e.g. discarded food, loose coverings etc.</li> <li>Ensure edges of all steps are marked with a contrasting strip in accordance with Approved Documents K and M</li> <li>Provide alternative access routes for mobility or visually impaired e.g. ramps, lifts</li> </ul>	2	2	1	
20	Inclement weather	People exposed to cold and/or wet	<ul style="list-style-type: none"> <li>Stagger testing to reduce risk of large queues outside the buildings</li> <li>Locate queues under cover e.g. porches, wherever possible</li> </ul>	1	1	1	Low numbers of test of subjects

							anticipated initially.
21	Electrical safety / plant & equipment maintenance Defective electrical equipment	Defective equipment can expose people to live components with a risk of injury or death	<ul style="list-style-type: none"> <li>Ensure all items with a plug are either have been PAT tested within the last 12 months. New items do not require testing in the first twelve months</li> <li>All staff to continue with usual pre-use checks</li> <li>Ensure fixed wiring has been tested within the last five years</li> </ul>	1	4	1	
22	Use of shared equipment	Transmission of virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Shared equipment must be sanitised/disinfected prior to use</li> </ul>	1	1	1	

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator	22/1/21	
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	22/1/21	

**Additional Notes**

**In signing this RA Principals are also confirming that:**

1. Prior to the commencement of testing, all relevant staff have been trained and guidance in relation to setting up LFD testing has been followed. The testing operations are in accordance with all LFD requirements
2. Current Covid-19 Operating Procedures V2.5 and Risk Assessments have been reviewed and where amendments or mitigation actions are required as a consequence of setting up LFD testing these have been made and communicated to all staff (including support staff)
3. No members of the testing team are in a high-risk category e.g. BAME, Pregnant, Over 70, Clinically Vulnerable or on Public /shared transport
4. The safeguarding requirements in the SPECIFIC GUIDANCE FOR COVID-19 TESTING PROCEDURES appended to this Risk assessment are being implemented/followed

David Tungate - Principal (Name)

Nottingham Girls' Academy

20 January 2021 Date

Version 1.1

**Risk Evaluation**

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

**Likelihood**

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

**Severity**

- Negligible
- Minor
- Moderate
- Major
- Critical

**Risk control strategies**

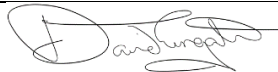
- Intolerable** – stop activity, take immediate action to reduce the risk
- Substantial** - Take action within an agreed period
- Tolerable** – monitor the situation
- Trivial** – No action required



**Declaration** - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment David Tungate, Sue Tattershall

Signature of Lead Assessor



Date 20/1/21

**Reviews** – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature

Review date	Comments	Reviewed by	Signature

Health and Safety Risk Assessment Sign off Sheet

Assessment Number 1

**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Employee Name	Signature	Supervisor's Name	Date	Employee Name	Signature	Supervisor's Name	Date
D Tungate							
S Tattershall							
T Ching							
A Fox-Smith							
M France							

**SPECIFIC GUIDANCE FOR COVID-19 TESTING PROCEDURES**

**Safeguarding Training and Induction**

All existing Academy staff have undertaken required Safeguarding Training and have read and understood Part 1 and Annex A of Keeping Children Safe in Education (KCSIE 2020) as per Trust Policy. The DSL should continue to communicate with staff regarding any new local / site specific arrangements.

Where new staff are recruited, or new volunteers join the Nottingham Girls' Academy staff team, they will continue to be provided with a full Safeguarding Induction as per Trust Policy, delivered by a fully trained DSL.

If staff are deployed from another education or Children's Workforce setting to our Academy, we will consider the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- The individual has been subject to an Enhanced DBS and Barred List check
- There are no known concerns about the individual's suitability to work with children
- There is no ongoing disciplinary investigation relating to that individual

For movement within the Trust, the Academy should seek assurance from the People Directorate, Principal of Academy they are transferring from or the Safeguarding Directorate that the member of staff has received appropriate safeguarding training.

Upon arrival, as per Trust Policy, they will receive full site specific safeguarding arrangement documentation, including clear guidance on how to report any safeguarding related concerns as per Academy procedure.

## **Safer Recruitment**

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

When recruiting new staff, Nottingham Girls' Academy will continue to follow the relevant Safer Recruitment processes for the Trust including relevant sections of Part 3 of KCSIE 2020.

We will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE 2020.

We will continue to consider and make referrals to the Teaching Regulations Agency (TRA) as per paragraph 166 of KCSIE 2020 and the TRA's Teacher Misconduct Advice for making a referral.

Whilst acknowledging the challenge of the pandemic, it is essential from a safeguarding perspective that the academy is aware, on any given day, which staff/volunteers are on site and that appropriate checks have been undertaken, especially for anyone engaging in regulated activity.

As such Nottingham Girls' Academy will keep the Single Central Record (SCR) up to date in collaboration with the People Directorate as outlined in paragraphs 148 to 156 in KCSIE 2020.

## **Volunteers**

Nottingham Girls' Academy may use volunteers to assist in COVID-19 Testing Procedures with students and staff on site.

Where we are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE 2020.

**Under no circumstances will a volunteer for whom full checks have not been obtained be left unsupervised or allowed to work in regulated activity.**

Volunteers who, on an unsupervised basis provide personal care on a one-off basis at Nottingham Girls' Academy will be in regulated activity. This means that if a volunteer is administering a COVID-19 test whilst unsupervised, they will be deemed to be undertaking regulated activity and therefore require an Enhanced DBS with Barred List Check.

Existing volunteers in regulated activity who currently hold an Enhanced DBS with Barred List check do not need to undertake re-checks.

Supervision of volunteers who have not undertaken an Enhanced DBS with Barred List check must be:

- By a person who is in regulated activity
- Regular and day to day
- Reasonable in all circumstances to ensure the protection of children

## **Concerns Raised during Testing Procedure**

Any concerns regarding safeguarding, behaviour or wellbeing identified by any adult involved the mass testing procedure within the Academy must be reported to the most appropriate member of the Academy Senior Leadership Team on site immediately.

For further advice / guidance please contact the Safeguarding Helpdesk [Safeguarding@greenwoodacademies.org](mailto:Safeguarding@greenwoodacademies.org)