

## COVID-19 School Risk Assessment (H&S Update – Reviewed 20.05.2021)

<b>Operations/Work Activities covered by this assessment:</b>	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
<b>Site Address/Location:</b>	Robert Miles Infant School	<b>Department/Service/Team:</b>	Whole School
<b>Note:</b> A person specific assessment <b>MUST</b> be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
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School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Academy Trust etc. via email and teams staff meetings.</p> <p>Changes to school arrangements will be communicated to parents via Bromcom email, School website and in the event of a Cyber attack where school website and bromcom cannot be accessed, we will refer to the emergency</p>				<p>Linda Barbuti Head Teacher and Aisling Rice School Business Manager and designated Covid officer will be responsible for checking government guidance daily. Government COVID-19 guidance is available via; <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Government guidance relating to schools and other educational settings is available via; <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 / <a href="mailto:dfecoronavirushelpline@education.gov.uk">dfecoronavirushelpline@education.gov.uk</a></p>						

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		<p>school closure policy and telephone parents and staff and use social media outlets for communicating updates and changes. For non urgent updates the school newsletter will be used to communicate to parents.</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p>										
Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Identify Pupils who are clinically extremely vulnerable.</p> <p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Pupils with a shielding letter are to remain at home for the period of their shielding letter recommendation. Home learning must be given to pupils learning remotely. Pupils must not be disadvantaged for having to remain at home.</p> <p>Linda Barbuti Head of School to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p>				<p>Government <b>guidance</b> on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&amp;S Team for assistance at <a href="mailto:hands@nottsc.gov.uk">hands@nottsc.gov.uk</a>.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p>						

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		<p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p>										
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Identify Staff who are clinically extremely vulnerable.</p> <p>Employees who are extremely clinically vulnerable must work from home, providing remote education and learning support.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Regular communication with staff working from home.</p>				<p>Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Government guidance for staying alert and safe (social distancing) is available via:  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p> <p>If an employee is deemed vulnerable is and requires additional risk controls, then a specific individual risk assessment <b>MUST</b> be completed</p>						

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		<p>Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of staff attending school <b>MUST</b> be documented within an individual risk assessment (for example expectant mothers).</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.</p>				<p>by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Ethnicity</li> <li>• Sex</li> <li>• Underlying health conditions</li> <li>• Pregnancy</li> </ul> <p>Head Teachers <b>MUST</b> consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Both the SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment</a></p> <p>Any individual risk assessments for staff <b>MUST</b> be completed in conjunction with the employee and manager. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment <b>MUST</b> be reviewed by both the employee and</p>	LB/AR/A A	Feb 21	On-going			

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Impact of homeworking during the pandemic	Employees	Employees working from home must have the same health and safety principles as any other workers working in school.				<p>manager regularly and updated to reflect any changes to arrangements.</p> <ul style="list-style-type: none"> <li>Staff working from home are still involved with weekly staff meeting via teams. Any staff communications is shared with all staff via email, and in staff meetings.</li> <li>Headteacher and line managers are available via email and phone during the school day.</li> <li>Working &amp; tested laptops and equipment are provided to ensure safe working from home.</li> <li>Impact on workers emotional wellbeing considered. Staff are encouraged to discuss any wellbeing concerns. Staff are encouraged to access Westfield health services if they feel it would be beneficial.</li> </ul>						
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>Linda Barbuti Head of School and Aisling Rice SBM/DCO. to monitor staff absence related to COVID-19.</p> <p>Seek advice from your HR provision if required for staff absences.</p>				<p>NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via;  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</a></p>	HoS/DC O	On-going				
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The Government stay at home guidance <b>MUST</b> be</p>				<p>NHS guidance relating to coronavirus symptoms is available at:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p>	HoS/DC O	On-going				

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		<p>followed if pupils become unwell with;</p> <ul style="list-style-type: none"> <li>A new continuous cough (which is three or more episodes of coughing within 24 hours.)</li> <li>A high temperature, or;</li> <li>A loss of or change in their normal sense of taste or smell (anosmia).</li> </ul> <p>Symptomatic child will be moved to Holly Tree Room which is used as the isolation area until parent arrives for collection.</p> <p>Staff supervising pupils in isolation area <b>MUST</b> maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE <b>MUST</b> be worn.</p> <p>A suitable isolation area <b>MUST</b> be set up in school.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p>				<p>Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via Teams staff meetings from Head of School Linda Barbuti. Alternative method is whole staff emails.</p> <p>Parents provided with information about key symptoms via website. Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a PCR test to determine if they have COVID-19. LFD tests are for testing asymptomatic cases. Other members of their household (including any siblings) should self-isolate until a test result confirms Covid-19. Anyone in your support bubble should also remain at home since your symptoms started or during the 48 hours before they started. Isolation should be for a period of 10 days from when their symptoms started or they day they had the test if they do not have symptoms. The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Aisling Rice (SBM/DCO) will be responsible for setting up the isolation area, in her absence this will be Linda Barbuti HoS. The following elements <b>MUST</b> be included (wherever possible);</p> <ul style="list-style-type: none"> <li>A room with a door that can be closed</li> <li>Supervision provided for pupil(s) in the isolation area.</li> <li>A window available and opened for ventilation.</li> <li>Access to a separate bathroom (in case needed whilst awaiting collection).</li> <li>An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school.</li> </ul>						

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		<p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the pupil with symptoms <b>MUST</b> be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings <b>MUST</b> be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>• Placing in a plastic rubbish bag – tied when full.</li> <li>• Plastic bag placed in a second bin bag and tied.</li> <li>• Bins <b>MUST</b> be emptied regularly throughout the day</li> <li>• Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> </ul>				<ul style="list-style-type: none"> <li>• A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)).</li> <li>• Signage displayed to indicate the isolation area advising “no entry”.</li> <li>• A record <b>MUST</b> be kept of everyone the person has been in contact with and monitor for 10 days.</li> </ul> <p>If it is not possible to isolate individuals, they <b>MUST</b> be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• A fluid-resistant surgical face mask</li> </ul> <p>If contact with the child is required, then the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable apron</li> <li>• Fluid-resistant surgical face mask</li> </ul> <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable apron</li> <li>• Fluid-resistant surgical face mask</li> <li>• Eye protection (e.g. face visor or goggles)</li> </ul> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Further guidance is available via: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the</p>						



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		<ul style="list-style-type: none"> <li>Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours.</li> </ul> <p>Follow NHS Test and Trace process.</p>				<p>NCC H&amp;S Team for assistance at <a href="mailto:hands@nottscg.gov.uk">hands@nottscg.gov.uk</a>.</p> <p>Government guidance issued for Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) is available at: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p> <p>Government guidance issued for safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) is available at: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone <b>MUST</b> wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p>						



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						<p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard</li> <li>• Away from pupils</li> </ul>						
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance <b>MUST</b> be followed if staff become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough, 3 or more episodes of coughing in a 24 hours.</li> <li>• A high temperature, or;</li> <li>• A loss of or change in their normal sense of taste or smell (anosmia).</li> </ul> <p>If staff feel unwell with the above symptoms during the school day they <b>MUST</b> go home.</p> <p>999 will be called in an emergency, if anyone is</p>				<p>NHS guidance relating to coronavirus symptoms is available at:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a PCR test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>LFD tests are only to be used for asymptomatic cases as part of the government's testing programme. They should not be used where an individual is displaying symptoms a PCR must be symptomatic cases.</p> <p>Staff who have supported colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p>	HoS/DC O	On-going				

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		<p>seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the person with symptoms <b>MUST</b> be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings <b>MUST</b> be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>• Placing in a plastic rubbish bag – tied when full.</li> <li>• Plastic bag placed in a second bin bag and tied.</li> <li>• Bins <b>MUST</b> be emptied regularly throughout the day</li> <li>• Placed in a suitable and secure place and marked for storage until the</li> </ul>				<p>Everyone <b>MUST</b> wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard</li> <li>• Away from pupils</li> </ul>						

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		<p>individual test results are known.</p> <ul style="list-style-type: none"> <li>Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours.</li> </ul> <p>Follow NHS Test and Trace process.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>										
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health protection team once aware of someone who has</p>				<p>Contact information for local Public Health England health protection teams are available via: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via email and Teams staff meetings.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via newsletter or letter home.</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> <li>Staff and pupils <b>MUST</b> not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>Book a test if displaying symptoms via: <a href="https://www.gov.uk/guidance/coronaviru">https://www.gov.uk/guidance/coronaviru</a></li> </ul>	HoS	On-going				

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		<p>attended school has tested positive for COVID-19.</p> <p>The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 14 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups <b>MUST</b> be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p> <p>The names or details of people with COVID-19 <b>MUST</b> not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence <b>MUST</b> not be requested before admitting children or welcoming them back after a period of self-isolation.</p> <p>If two or more confirmed cases are received within 14 days, or an overall rise in</p>				<p><a href="#">s-covid-19-getting-tested</a>. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</p> <ul style="list-style-type: none"> <li>Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19.</li> </ul> <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>Ordered by phone NHS 119 (for those without access to the internet).</li> </ul> <p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> <li>A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating.</li> <li>A positive test result – follow the stay at home guidance and <b>MUST</b> continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. Other members of their household should</li> </ul>						

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		sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.  Develop contingency plans for possible local outbreaks.				<p>continue self-isolating for the full 10 days.</p> <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).</li> <li>• Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual.</li> <li>• Travelling in a small vehicle with an infected person.</li> </ul> <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <ul style="list-style-type: none"> <li>• An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>• A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or;</li> <li>• A worker dies as a result of occupational exposure to coronavirus.</li> </ul> <p>Before submitting the RIDDOR report please contact the H&amp;S Team for further advice and support via <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a>.</p>						
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be	All staff that have opted in to participate in COVID-19 LFD bi-weekly testing to participate in this scheme				DOC/SBM and HoS to monitor responses from LFD tests twice weekly. Encourage all staff to take part in testing and testing/recording results at the same time.	SBM/D OC & HoS	On-going				

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	exposed to COVID-19.	<p>during the academic year. All staff to email through their results and upload their own result to NHS.</p> <p>Any staff member who tests positive from the LFD test to make an appointment for a lab test and inform HoS/DOC immediately.</p> <p>Teaching and support staff, along with daytime cleaners, site managers and visitors to school will wear a mask in the following contexts:</p> <ul style="list-style-type: none"> <li>• Staff room</li> <li>• Corridors and movement areas around school</li> <li>• Any face to face meeting inside of the school.</li> <li>• Dining Halls</li> <li>• Welcoming and dismissing children at the end of the day.</li> <li>• In the classroom if they choose to do so.</li> <li>• Any communal areas or areas where people congregate.</li> <li>• Areas with poor ventilation.</li> </ul> <p>The School has an awareness of any staff exemptions for wearing a</p>				<p>Government HANDS/FACE/SPACEFRESH AIR message signposted around school &amp; communicated via teams meetings and email.</p> <p>Persons without a mask In a communal area or wearing a mask incorrectly in a communal area are challenged.</p> <p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> <li>• Before leaving home</li> <li>• On arrival at school</li> <li>• After using the toilet</li> <li>• After breaks / sporting activities</li> <li>• When changing rooms</li> <li>• Sneezing or coughing</li> <li>• Before food preparation</li> <li>• Before and after eating any food (inc. snacks)</li> <li>• Before leaving school</li> </ul> <p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</p>	HoS/Do C	On - going				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>mask due to illness or disability.</p> <p>Staff to maintain social distancing despite LFD testing. Staff will not mix with other staff in other bubbles within staff room where possible, where this is not possible staff will maintain 2m distance and ensure masks are worn, hands are sanitised and where possible windows to be kept open to maximise ventilation. HANDS FACE SPACE FRESH AIR message is practiced.</p> <p>Individuals (including staff, pupils, visitors, contractors etc.) <b>MUST</b> not come into school if they have COVID-19 symptoms or have tested positive in the last 10 days.</p> <p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors <b>MUST</b> follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p>				<p>SBM and site manager will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> <p>Government guidance for full opening: schools is available via:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> <li>• Sitting children side by side at desks facing forward that are spaced <del>2m</del> apart</li> <li>• Ensuring everyone queues and eats further apart than normal</li> <li>• Keeping apart when in the playground or doing any physical exercise. Limiting exposure of bubbles mixing by keeping separate play times.</li> <li>• Visiting the toilet one after the other</li> <li>• Staggering break times</li> <li>• Putting guidelines on the floor in corridors</li> <li>• Avoiding unnecessary staff gatherings.</li> </ul> <p>Social distancing for very young children will be harder to maintain. Staff to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Email reminders to staff and teams meeting used to reinforce HANDS/FACE/SPACE/FRESH AIR message.</p>						



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		<p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> <li>Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. Hands/Face/space.</li> <li>Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.</li> <li>Lidded bins <b>MUST</b> be used.</li> </ul> <p>Tissues provided in classrooms.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more</p>										

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times.</p> <p>Windows and doors are to be kept open to ensure maximum ventilation.</p>										
Use of hand sanitising products	Employees, pupils, contractors and visitors will be required to use such products.	<p>Guidance on how to use hand sanitiser communicated with staff, pupils and visitors.</p> <p>Hand sanitiser to be used by all staff and visitors before using the sign in app at the reception.</p>				Signage placed by sign in device to advise staff to use hand sanitiser prior to touching the screen. Use of sign in device communicated via email to staff.	DOC	On-going				
Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Social distancing <b>MUST</b> be maintained wherever possible ensuring that staff and pupils are spaced out at all times.</p> <p>Where possible a 2m Zone should operate in the classroom. If the 2m Zone cannot be maintained keeping a 1 metre distance with risk mitigation is acceptable or spacing pupils as far apart as possible.</p> <p>2m Zone should be from the nearest position the teacher might stand to the first student, or as much space as possible.</p> <p>If staff need to enter the classroom space beyond the</p>				<p>Early years and primary age children cannot be expected to maintain 2m apart from each other and staff. The hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> <li>• Avoid contact with anyone with symptoms</li> <li>• Frequent hand cleaning and good respiratory hygiene practices</li> <li>• Regular cleaning of settings (Inc. throughout the school day)</li> <li>• Minimising contact and mixing</li> </ul> <p>Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (particularly with younger pupils or pupils with complex needs), however, adults <b>MUST</b> do this <u>when circumstances allow</u>.</p>	HoS/DC O	On-going.				

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		<p>2m zone, they should wear a mask when moving between classrooms. If they are working in the classroom they can choose to continue wearing a mask throughout the lesson if they choose to do so. They should try to work from behind the child where possible.</p> <p>All staff working with children and are unable to maintain 2m distance should try wherever possible to wear a mask.</p> <p>Children, young people and staff to only mix in a consistent group. Where possible this should be in their year group bubble.</p> <p>All adults to remain 2m away from each other wherever possible. Consider limiting interaction, sharing rooms and social spaces between groups as much as possible.</p> <p>Pupils attending breakfast club should be grouped based on the school's class bubbles where possible. However mixing in wider groups is allowed for specialist teaching and wraparound if necessary.</p>				<p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone.</p> <p>Older pupils should be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Government guidance for full opening: schools is available via:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group or cover lessons if working under the direction of qualified or nominated teacher.</p> <p>The staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out in guidance available via:  <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2</a></p> <p>If moving furniture to create more space in classrooms, ensure that this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard</li> </ul> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>						

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		<p>Primary schools to implement small groups (class sized or smaller) wherever possible.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This should be kept to a minimum where possible.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</p> <p>Wherever possible staff should stay at the front of the class to teach lessons.</p> <p>Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>Adapt classrooms to support distancing where possible. Move unnecessary furniture out of classrooms to make more space.</p>				<p>All teachers and staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Where possible try to minimise the number of interactions or changes wherever possible.</p>						

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		<p>Pupils to be spaced as much as feasibly possible, however if teachers wish to introduce a grouping system, they should maintain the same group positions where possible and avoid making any other additional changes.</p> <p>Desks are spaced as far apart as possible (wherever possible 2m apart).</p> <p>Consider seating students at the same desk on each day if they attend on consecutive days. Seats to be sanitised if children change seat throughout the day.</p> <p>Where free play is the format, teachers and staff to ensure minimal mixture and contact and maintain regular sanitising throughout the day.</p>										
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daytime cleaning implemented, focusing on communal areas such as toilets (staff and pupil), handles of doors and handrails and any other frequently touched surface, such as classroom tables. This to cleaning to be carried out at break times.</p> <p>Cleaning regime reviewed to provide extra attention to hand contact points,</p>				<p>Aisling Rice SBM will be responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> </ul>	HoS/DOC	On-going				

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		<p>surfaces, shared areas used by different groups and toilet spaces are cleaned throughout the school day.</p> <p>Increased cleaning regime in Early years / Infant equipment needs to be cleaned before and after use.</p> <p>Refer to government guidance for managing playgrounds when using fixed play equipment, including;</p> <ul style="list-style-type: none"> <li>• Limit number of users (e.g. one group at a time).</li> <li>• Implement a cleaning regime (particularly between group use).</li> <li>• Wash hands before and after use.</li> </ul> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors <b>MUST</b> not be propped open.</p> <p>Limit access to soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p>				<ul style="list-style-type: none"> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> </ul> <p>Government guidance for managing playgrounds and outdoor gyms is available via:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a></p> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at:  <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</a></p>						

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		<p>Pupil and staff work areas to be left clear to allow cleaning to take place.</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> <li>• Cutting and sticking</li> <li>• Painting and gluing</li> <li>• Indoor / outdoor construction toys.</li> </ul> <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p> <p>The risks from any hazardous substances used for cleaning <b>MUST</b> be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p>										



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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms, and maintain space between seats and desks where possible. Where this is not possible it is the responsibility of teachers and staff to ensure work areas are regularly cleaned.</p> <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Review the school timetable: <ul style="list-style-type: none"> <li>Decide which lessons or activities will be delivered</li> <li>Use timetable and selection of classrooms or other learning environments to reduce movement around school</li> </ul> </p> <p>Specific consideration <b>MUST</b> be given to the effect of school closures.</p> <p>shaking hands with colleagues and visitors is not permitted.</p> <p>Cease the use of shared drinking cups.</p> <p>Staff and pupils to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be</p>				<p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: <a href="http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx">http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</a></p> <p>Replace any shared cups with disposable cups and encourage parents to provide water bottles for children. Confectionary and other items of food not to be shared, where possible ensure individually wrapped confectionary is consumed if in a shared environment.</p> <p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils to have own equipment which remains with them. Storage of these items can be placed on the desk in individual trays.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Cleaning and rotation of items to be followed.</p> <p>Government guidance for full opening: schools is available via: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	HoS/DO C	On-going				

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>cleaned before being distributed.</p> <p>It is recommended that pupils to have their own equipment provided and remain with this equipment. For example; pens, books, glue sticks, laptops / tablets. Items to be cleaned frequently. Key resources such as crayons. Gluesticks, rulers etc to be kept close by to ensure minimal movement around classroom.</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups (e.g. sports, art and science equipment) should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p> <p>Pupils to work in as small groups as possible.</p> <p>Pupils should work / play outside as often as this is possible.</p>										

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		When working inside, pupils should be in bubbles, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance wherever possible.										
Risk of transmission due music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>There may be an additional risk of infection when singing, chanting, playing wind / brass instruments or shouting. Implement additional actions to reduce risk, including;</p> <ul style="list-style-type: none"> <li>Physical distancing between individuals.</li> <li>Playing outside wherever possible.</li> <li>Limiting group size where possible.</li> <li>Position pupils back-to-back or side-to-side.</li> <li>Do not share instruments.</li> <li>Ensure good ventilation.</li> <li>Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies.</li> </ul> <p>Physical education, sport and physical activity can be provided within current control measures. The following must be considered:</p>				If using external contractors to support activities, ensure that risk controls and arrangements are formally communicated. Where appropriate request a copy of their own risk assessment. Sports coach aware of requirements.	HoS/DO C	On- goin				
		Physical education, sport and physical activity can be provided within current control measures. The following must be considered:				PE lessons to be done outside, where and when possible. If indoors and equipment is used, protocols around cleaning equipment should be adhered too by sports provider and staff.						

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> <li>Pupils to be kept in consistent groups for sporting activities.</li> <li>Sports equipment to be cleaned between each use by different groups.</li> <li>Contact sports avoided.</li> <li>Outdoor sports prioritised where possible, and large indoor spaces where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>External facilities can be used in line with government guidance including transport to and from such facilities.</li> <li>External coaches, clubs and organisations can be used for curricular and extra-curricular activities.</li> </ul>										
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques.</p>				Consider implications on the behaviour policy and review as necessary.	HoS/DC O	On-going				

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> <li>On arrival</li> <li>Before / after break</li> <li>Before / after lunch</li> <li>Before leaving school</li> </ul> <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> <li>Social distancing</li> <li>Cough / sneeze into tissue</li> <li>Washing hands</li> </ul> <p>Behaviour policy to be implemented where appropriate.</p>										
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).</p> <p>Parents / Carers advised only one individual to accompany children to the education / childcare setting.</p> <p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>Parent/ Carers asked to wear face masks when</p>				<p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via newsletter, letters home or school website.</p> <p>Parent/Carers not allowed into the main school office area unless they have an appointment or urgent query. Signage of this rule is at the front of the school.</p> <p>Staff not to engage in lengthy conversations with parent/carers during drop off/end of the day. Conversations relating to pupils to be carried out via a phone call, where possible.</p>	HoS/DC O	On-going.				

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>entering and leaving school grounds to drop and collect pupils.</p> <p>Arrangements for break times and lunch times <b>MUST</b> be reviewed to enable social distancing (e.g. stagger timings).</p> <p>Arrangements for the movement of pupils around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p> <p>one-way systems in main corridors implemented.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff.</p>				<p>Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.</p> <p>Staff to minimize where possible interaction with other staff in different groups.</p> <p>Assemblies carried out via teams.</p>						
Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be	Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.				Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	HoS/DC O	On-going.				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	exposed to COVID-19.	Hand sanitiser to be used upon boarding and disembarking.				<p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> <li>Encourage parents, children and young people to walk, cycle or scoot to their education setting where possible.</li> <li>are displaying symptoms of COVID-19</li> </ul>						
Staff and Pupils travel and quarantine from a 'red list' country.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff and Pupils to adhere to government travel advice and consider impact on education if requirement to quarantine or isolate upon return is necessary.				Those arriving from a red list country, or who have transited through on the in the past 10 days, must quarantine in a government approved facility with a parent or legal guardian rather than at home. <a href="https://www.gov.uk/guidance/booking-and-staying-in-a-quarantine-hotel-when-you-arrive-in-england#exemptions">https://www.gov.uk/guidance/booking-and-staying-in-a-quarantine-hotel-when-you-arrive-in-england#exemptions</a>	HoS/SBM	On-going				
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Local supply chains <b>MUST</b> be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to reopening.</p> <p>Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service.</p> <p>Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.</p>				<p>Aisling Rice/DCO will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>Aisling Rice/DCO/SBM will be responsible for requesting ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p> <p>Where there is an unmet urgent need for PPE please contact your local authority. Within Nottinghamshire please email <a href="mailto:ppe@nottscc.gov.uk">ppe@nottscc.gov.uk</a> for assistance.</p>	HoS/DOC	On-going				




Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> <li>• Method of signing in</li> <li>• Maintenance of safeguarding controls / security</li> <li>• Physical barrier to protect those working in reception</li> <li>• Social distancing marking</li> <li>• Signage on gate / door advising of procedures</li> <li>• Frequent cleaning regime of hand contact points</li> <li>• Hand gel available</li> <li>• Equipment wipes available.</li> </ul>				<p>DCO/SBM Aisling Rice and HoS Linda Barbuti to review and implement adaptations to reception area.</p> <p>Parents/Carers to be informed of procedures for entering school if required.</p> <p>Aisling Rice DCO or Robert Kijak Site Manager to conduct contractor induction and maintain a record.</p> <p>The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</a></p> <p>Hand sanitiser to be applied before touching signing In equipment. Signage of this procedure posted next to signing in app to inform staff/visitors of this procedure.</p>	HoS/DO C	On-going				

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> <li>Drop box for parents to return letters and other items.</li> </ul> <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p> <p>Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.</p>										
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) <b>MUST</b> be closed on sounding of the fire alarm (during emergency)</p>				<p>Linda Barbuti HoS and Aisling Rice SBM will be responsible for reviewing the fire risk assessment.</p> <p>Linda Barbuti HoS and Aisling Rice SBM will be responsible for updating any fire evacuation routes.</p> <p>Robert Kijak and Aisling Rice SBM will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>Robert Kijak Site Manager will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Sally Marshall SENCO will be responsible for reviewing PEEPs regularly and amending support plans as required.</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>evacuation) and at the end of the school day (overnight).</p> <p>Fire doors <b>MUST</b> not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building <b>MUST</b> be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via email or staff meeting.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Personal Emergency Evacuation Plans (PEEPs) <b>MUST</b> be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel <b>MUST</b> not be kept in cars due to fire risk in hot temperatures.</p>				<p>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at:  <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</a></p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>				<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: <a href="https://www.hse.gov.uk/pubns/books/l74.htm">https://www.hse.gov.uk/pubns/books/l74.htm</a></p> <p>The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via: <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via: <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment</a></p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&amp;S Team for assistance at <a href="mailto:hands@nottsc.gov.uk">hands@nottsc.gov.uk</a>.</p>	HoS/Do C	On-going				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p>						
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff received Coping with Risky Behaviours (CRB) training as necessary.</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.</p>				All incidents where staff experience violence, verbal abuse or aggression <b>MUST</b> be reported on Wellworker as "physical violence" or "verbal abuse or threat". Wellworker can be accessed via: <a href="https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true">https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true</a>	HoS/DC O	On going				
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Review Date (Step 5):					
Assessors Signature: A.Rice			Date: 20.05.21		Authorised By: 				Date: 20.05.21			

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low <b>(The event is unlikely to happen)</b>	Medium <b>(It is fairly likely it will happen)</b>	High <b>(It is likely to happen)</b>	
	Likelihood of Harm Occurring			

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
<b>High</b>	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category <b>MUST</b> have a written method statement/safe system of work and arrangements <b>MUST</b> be made to ensure that the controls are maintained and monitored for adequacy.