

## COVID-19 School Risk Assessment (H&S Update – December 2020)

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

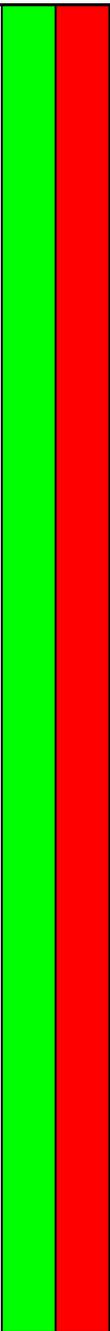
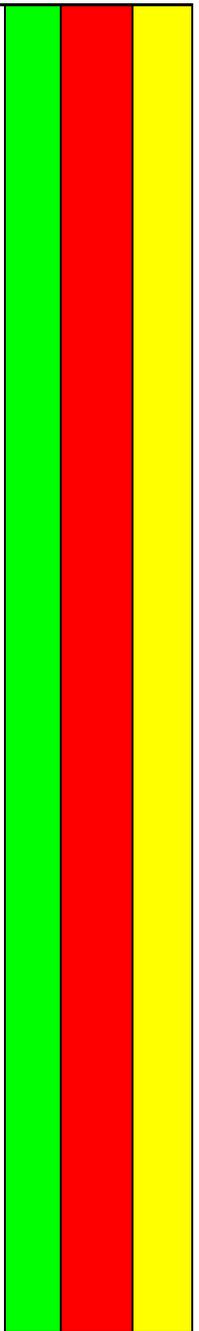
Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
School failure to follow National Government Guidelines.	Employees, students, 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, Union Reps, Academy Trust etc. via email, WeDuc, online meetings and minutes distributed to all.</p> <p>Changes to school arrangements will be communicated to parents via WeDuc (email and WeDuc message facility)</p>	L	H	M	<p>The head teacher will be responsible for checking government guidance daily. In his absence the deputy head teacher will fulfil this role. 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>	Head	daily		L	H	M
						Head						
						Head						

		Changes to student arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers through WeDuc, announcements and morning messages.										
Students identified as at increased risk and exposed to COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>From 1<sup>st</sup> August 2020 pupils who are deemed extremely clinically vulnerable can return to school.</p> <p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify students who are clinically extremely vulnerable and clinically vulnerable.</p> <p>A Lawrence (SENCO) to communicate appropriately with our most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of students who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of students to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p>	L	H	M	<p>Government 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@nottscg.gov.uk">hands@nottscg.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>	Laura Goodhead / Ann Lawrence	24-07-2020		L	H	M

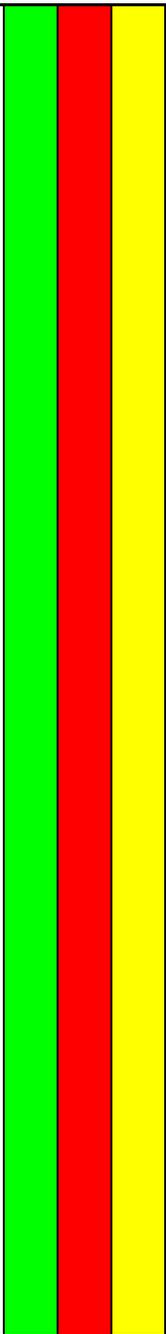
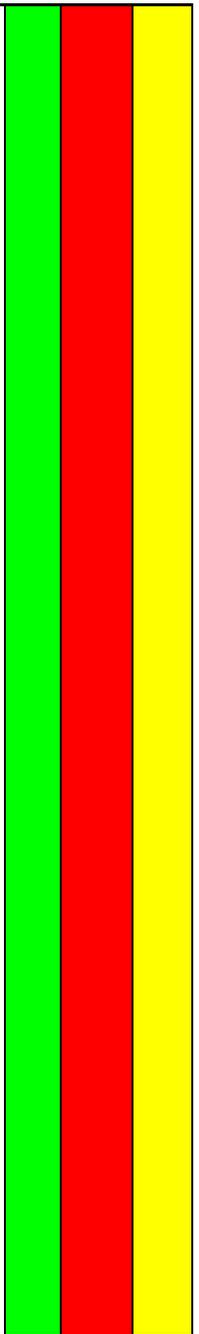
		Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).										
Staff identified as at increased risk and exposed to COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>From 1<sup>st</sup> August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace.</p> <p>Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff (where agreed) and support mechanisms implemented.</p> <p>Consider if appropriate for vulnerable employees to continue working from home.</p> <p>Regular communication with staff working from home. 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</p>	L	H	M	<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 and requires additional risk controls, then a specific individual risk assessment <b>MUST</b> be completed 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</p>	L. Riddell	20-07-2020		L	H	M

		<p>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>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/schools-portal/health-and-safety/risk-assessment">https://www.nottinghamshire.gov.uk/schools-portal/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 manager regularly and updated to reflect any changes to arrangements.</p>						
Individuals within the same household as staff or students symptomatic or confirmed case of COVID-19.	Employees, students, 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>David Phillips (Head teacher) to monitor staff absence related to COVID-19.</p> <p>School will seek advice from our HR provision if required for staff absences.</p>	L	H	M	<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/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a></p>	David Phillips	20-07-2020		L	H	M
Student displays symptoms of COVID-19 whilst at school.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in students.</p> <p>The Government stay at home guidance <b>MUST</b> be followed if students become unwell with;</p>	L	H	M	<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>Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic students / other</p>	David Phillips / L.Riddell	23-07-2020		L	H	M

		<ul style="list-style-type: none"> <li>• A new continuous cough, or</li> <li>• A high temperature</li> <li>• Loss or change to sense of smell or taste (anosmia)</li> </ul> <p>Symptomatic child will be moved to the medical room (drama block) which is used as the isolation area until parent arrives, suitable PPE <b>MUST</b> be worn with a symptomatic student.</p> <p>Staff supervising students 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>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>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</p>		<p>individuals via email, WeDuc and minutes of meetings</p> <p>Parents provided with information about key symptoms via WeDuc. Informed of the requirement to keep students 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 7 days and should arrange a 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>The site team will be responsible for setting up the medical room / isolation area in the drama block. The following elements <b>will</b> be included:</p> <ul style="list-style-type: none"> <li>• A room with a door that can be closed</li> <li>• Supervision provided for student(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) – this will be the disabled toilet in the drama block)</li> <li>• An exit route – enabling symptomatic students to leave site with parents without re-entering the main school.</li> <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 14 days.</li> </ul>				
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		<p>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> <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>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.</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 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:</p>				
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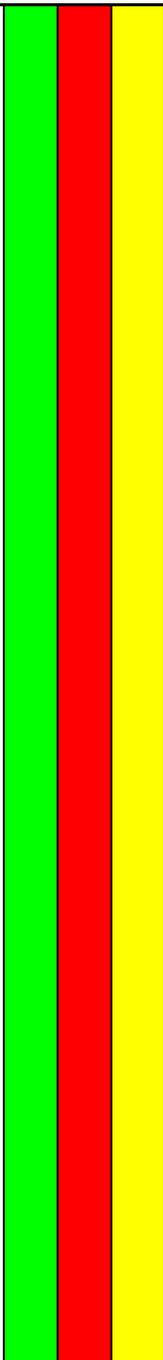
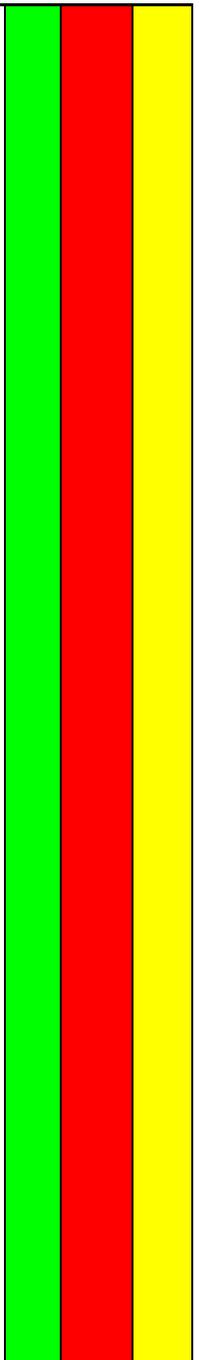
				<a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a>  Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (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.  Everyone <b>MUST</b> wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.  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>  If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards: <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, students, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in themselves and colleagues.  The Government stay at home guidance <b>MUST</b> be followed if staff become unwell with; <ul style="list-style-type: none"> <li>• A new continuous cough,</li> <li>• A high temperature, or;</li> <li>• A loss of or change in their normal sense of taste or smell (anosmia).</li> </ul> If staff feel unwell with the above symptoms during the	L	H	M	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>  Symptomatic individuals must self-isolate for at least 7 days and should arrange a 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>  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	David Phillips	23-07-2020		L	H	M

		<p>school day they <b>MUST</b> go home.</p> <p>999 will be called in an emergency, if anyone is 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>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> <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>actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 10 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 sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.</p> <p>Develop contingency plans for possible local outbreaks.</p>		<p>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 continue self-isolating for the full 10 days.</li> </ul> <p>To assist with the NHS Test and Trace Process, close contact means:</p>				
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				<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@nottsc.gov.uk">hands@nottsc.gov.uk</a>.</p>								
Students / staff will transmit COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	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 7 days.  All those within the school, including, teaching staff, support staff, students,	L	H	M	All staff, students, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying; <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>• Before food preparation</li> </ul>	David Phillips / L. Riddell	20-07-2020		L	H	M

	<p>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>All staff, students, contractors and visitors are required to wash their hands at regular intervals throughout the day, using portable hand basins located around the site</p> <p>Staff to reinforce messages (to students 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.</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.</p>		<ul style="list-style-type: none"> <li>• Before and after eating any food (inc. snacks)</li> <li>• Before leaving school</li> </ul> <p>Staff to supervise students to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>The site team 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 / students.</p> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</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</li> <li>• Ensuring everyone queues and eats further apart than normal</li> <li>• Keeping apart when in the playground or doing any physical exercise</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 students to be reinforced by staff frequently.</p>				
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		<p>Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and students are spaced apart at all times. Where social distancing of 2m is not possible individuals must wear appropriate face coverings (unless exemptions apply) ie; high traffic areas (corridors and outdoor areas) and offices and workrooms with restricted space (that do not form part of your normal workspace).</p>											
Increased risk of transmission due to increased students / staff working in close proximity.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Social distancing <b>MUST</b> be maintained wherever possible ensuring that staff and students are spaced out at all times.</p> <p>Students to only mix in a consistent group.</p> <p>Groups 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>Key Stage 4 / 5 small groups wherever possible, in some cases due to the range of curriculum subjects this may need to be the size of a year group.</p> <p>Key Stage 3 and Primary schools to implement small</p>	L	H	M	<p>Students are expected to keep distance of 2m between themselves and any students from other year groups. 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> <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>	David Phillips	20-07-2020			L	H	M

		<p>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.</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>Pupils to be seated side by side facing forwards.</p> <p>PPE equipment to be available for staff in all creative technology areas where practical activities are being undertaken</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>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> <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>						
COVID-19 transmission via the physical school environment.	Employees, students, contractors and visitors may be	Cleaning regime reviewed to provide extra attention to hand contact points, surfaces, shared areas used	L	H	M	The site team will be responsible for checking stocks cleaning products and resources are available.	L.Riddell	20-07-2020		L	H	M

	<p>exposed to COVID-19.</p>	<p>by different groups and toilet spaces are cleaned throughout the school day.</p> <p>Increased cleaning regime of any 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>All access doors will be propped open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors fitted with automatic closers in event of a fire.</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. These all need to be cleaned before and after use and in between sessions where they are accessed by different groups.</p> <p>The risks from any hazardous substances used</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> </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/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</a></p>				
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		<p>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>						
INSET Day arrangements to facilitate staff training.	Employees, contractors and visitors may be exposed to COVID-19.	<p>In order to maintain social distancing on school site during INSET (staff training days) the following controls will apply:</p> <ul style="list-style-type: none"> <li>• Use identified rooms only.</li> <li>• Rooms will be cleaned prior to the INSET day training sessions.</li> <li>• Maximum occupancy of rooms calculated to ensure 2m distancing at all times.</li> <li>• Maximum occupancy limit signage to be used on the entrance to each training space.</li> <li>• Staff receiving training will be allocated a small, single group for the day, and will use the same room,</li> </ul>		Employee to update the Headteacher with any specific personal concerns related to current government guidance on clinical vulnerability or extreme clinical vulnerability, and also with reference to age and disability.	P. Sweeney	16/12/2020		

		<p>and sit in the same seat all day.</p> <ul style="list-style-type: none"> <li>INSET day trainers will move between the identified rooms in order to limit movement of staff across the whole school.</li> <li>Windows and doors will remain open during the INSET day training in order to provide ventilation.</li> <li>Staff will bring their own refreshments for their exclusive use during INSET day training.</li> </ul>												
Risk of transmission due to contact activities.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Review the school timetable:</p> <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> <li>Consider supplementing remote education in secondary schools and colleges with face to face support</li> </ul>	L	H	M	<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>CLEAPSS has issued guidance for D&amp;T Departments and COVID-19 available via: <a href="http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx">http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</a></p> <p>Replace any shared cups with disposable cups and encourage parents to provide water bottles for students.</p> <p>Students to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Students 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</p>	David Phillips / Sarah Williams	23-07-2020				L	H	M

		<p>Specific consideration <b>MUST</b> be given to the effect of school closures and working within D&amp;T and Science.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Staff and students to avoid bringing additional items from home into school unless absolutely necessary.</p> <p>It is recommended that pupils to have their own equipment provided in packs from teachers in their first lesson and remain with this equipment. For example; pens, pencils.</p> <p>Students to work in reduced size groups.</p> <p>Students should work in ventilated places as often as this is possible. This should be the designated room on the timetable.</p> <p>When working inside, students should be in small groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance.</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,</p>				<p>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>						
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		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.												
Risk of transmission due to 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 to 15 pupils.</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> <ul style="list-style-type: none"> <li>• Pupils to be kept in consistent groups</li> </ul>	L	H	M	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.	David Phillips / Sarah Williams	23-07-2020				L	H	M

		<p>for sporting activities.</p> <ul style="list-style-type: none"> <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>												
Students unable to understand recognise the COVID-19 control measures.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Remind students of hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> <li>• On arrival</li> <li>• Between lessons</li> <li>• Before leaving school</li> </ul>	L	H	M	Consider implications on the behaviour policy and review as necessary.	David Phillips / Laura Goodhead	08-06-2020				L	H	M





<p>Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.</p>	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<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>M</p>	<p>H</p>	<p>H</p>	<p>The site team will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>The site team will be responsible for 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@nottsc.gov.uk">ppe@nottsc.gov.uk</a> for assistance.</p> <p>If PPE stocks are unavailable, school site will close until stocks are available again.</p>	<p>The Site Team</p>	<p>23-07-2020</p>		<p>L</p>	<p>H</p>	<p>M</p>
<p>Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.</p>	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<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>Disable touch screen for signing in purposes. Sign in app to be enabled for all staff</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g.</p>	<p>L</p>	<p>H</p>	<p>M</p>	<p>L. Riddell (Business manager) to review and implement adaptations to reception area.</p> <p>The site team 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/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</a></p>	<p>L. Riddell</p>	<p>23-07-2020</p>		<p>L</p>	<p>H</p>	<p>M</p>

		<p>telephone, email etc. where possible.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> <li>• Signing in by app only</li> <li>• Touch screen removed from reception area</li> <li>• Maintenance of safeguarding controls / security</li> <li>• Receptionist to be seated on central desk in admin space – well back from reception desk.</li> <li>• Social distancing marking from zebra crossing to the front of school</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>• 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</p>										
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		individual for NHS Test and Trace purposes.												
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, students, 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) closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight). This will be undertaken through sonic locks.</p> <p>Fire doors open and close in the event of fire through use of sonic releases..</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 and direct</p>	L	H	M	<p>L.Riddell (business manager) will be responsible for reviewing the fire risk assessment.</p> <p>The site team will be responsible for updating any fire evacuation routes.</p> <p>The site team will be responsible for ensuring alcohol hand gel supplies are stored safely and that dispensers are checked as part of daily monitoring procedures</p> <p>The site team will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>The site team will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>L.Goodhead will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at:  <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</a></p>	L.Riddell // L.Goodhead	23-07-2020				L	H	M

		<p>communication from head teacher</p> <p>The fire assembly points will be identified for individual year groups with social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed with each year group in first week of re-occupation and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) <b>MUST</b> be reviewed to ensure support can be provided to staff and students.</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>												
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, students 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, student numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional</p>	M	H	H	<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>Advice issued by the HSE will be followed regarding the extension of first aid certification, available at: <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/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:</p>	L. Riddell /	23-07-2020				L	H	M



		Awareness of safeguarding students reporting procedures and designated safeguarding officer.  Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.									
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): 16/12/2020				
Assessors Signature: David Phillips				Date:16/12/2020		Authorised By:			Date:		

P o t e n t i a l S e v e r i t y o f H a r m	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
Risk Definitions	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
	Likelihood of Harm Occurring			

<b>Lo w</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Me di u m</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>Hi gh</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.