

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

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| Operations/Work Activities covered by this assessment: | COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS | | |
| Site Address/Location: | Chilwell School | Department/Service/Team: | Education |
| Note: A person specific assessment MUST 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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| | | | 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; https://www.gov.uk/coronavirus</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</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</p> | Head | daily | | L | M | L |
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| | | 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>Children and young people (0 – 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield.</p> <p>Clinically extremely vulnerable children are not expected to be attending school and should continue to be supported at home as much as possible.</p> <p>If a child is deemed clinically vulnerable (but not clinically extremely vulnerable), parents MUST follow medical advice provided for their child.</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> | L | H | M | <p>Government guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</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&S Team for assistance at hands@nottsc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> | Laura Goodhead / Ann Lawrence | 08-06-20 | | L | H | M |

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| | | <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> <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> | L | H | M | | | | L | H | M | |
| Staff identified as at increased risk and exposed to COVID-19. | Employees, students, contractors and visitors may be exposed to COVID-19. | <p>Clinically extremely vulnerable individuals are advised not to work outside the home.</p> <p>Clinically extremely vulnerable staff are advised to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.</p> <p>Clinically vulnerable individuals are advised to take extra care in observing social</p> | L | H | M | <p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> | L. Riddell | 08-06-2020 | | L | H | M |

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| | | <p>distancing and should work from home where possible.</p> <p>If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2m away from others wherever possible. The individual may choose to take on a role that does not allow for this distance if they decide to do so. If they have to spend time within 2m of other people, settings MUST carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</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</p> | | | | <p>19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p> <p>If an employee deemed clinically vulnerable is unable to work from home or chooses to return to work, then a specific risk assessment MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</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: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Both parties MUST sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p> | | | | | | |

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| | | MUST be documented within an individual risk assessment (for example expectant mothers). | | | | | | | | | | |
| Staff / students living with a shielded or clinically vulnerable person. | Employees, students, contractors and visitors may be exposed to COVID-19. | <p>Students or staff living with someone who is clinically vulnerable (but non clinically extremely vulnerable), including those who are pregnant can attend Chilwell school / L</p> <p>Students or staff living in a household with someone who is clinically extremely vulnerable it is advised they only attend Chilwell school if stringent social distancing can be adhered and they are able to understand and follow those instructions.</p> <p>If stringent social distancing cannot be adhered to then such individuals are not expected to attend Chilwell school. In this case they will be supported to learn or work from home.</p> | L | H | M | Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 | L. Riddell / L.Goodhead | 08-06-2020 | | L | H | M |
| 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> | L | H | M | NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/ | David Phillips | 08-06-2020 | | L | H | M |

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| | | School will seek advice from our HR provision if required for staff absences. | 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 MUST be followed if students become unwell with;</p> <ul style="list-style-type: none"> A new continuous cough, or A high temperature <p>Symptomatic child will be moved to the medical room (student services) which is used as the isolation area until parent arrives, suitable PPE MUST be worn with a symptomatic student.</p> <p>Staff supervising students in isolation area MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE MUST 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</p> | L | H | M | <p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic students / other 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>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>J. Morris (site manager) will be responsible for setting up the medical room / isolation area in the drama block. The following elements will be included:</p> <ul style="list-style-type: none"> A room with a door that can be closed Supervision provided for student(s) in the isolation area. A window available and opened for ventilation. Access to a separate bathroom (in case needed whilst awaiting collection) – this will be the disabled toilet in the drama block) An exit route – enabling symptomatic students to leave site with parents without re-entering the main school. | David Phillips / L.Riddell / J. Morris | 08-06-2020 | | L | H | M |

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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>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected and then isolated for 72 hours. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p> | | | | <ul style="list-style-type: none"> • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage displayed to indicate the isolation area advising “no entry”. • A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. <p>If it is not possible to isolate individuals, they MUST 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 MUST be worn:</p> <ul style="list-style-type: none"> • A face mask <p>If contact with the child is required then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Gloves • Apron • Face mask <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Gloves • Apron • Face mask • Eye protection <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&S Team for assistance at hands@nottsc.gov.uk.</p> | | | | | | |

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| | | | L | H | M | <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Staff who have supported unwell students / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms or the student / other individual subsequently tests positive. Staff MUST wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 14 days.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</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"> • Fire risk • Impede emergency exit routes • Trip hazard. | | | | L | H | M |
| 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 MUST be | L | H | M | <p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>The government stay at home guidance is available at:</p> | David Phillips | 08-06-2020 | | L | H | M |

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| | | <p>followed if staff become unwell with;</p> <ul style="list-style-type: none"> A new continuous cough, or A high temperature Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste) <p>If staff feel unwell with the above symptoms during the school day they MUST go home.</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 14 days.</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>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected. The Government guidance MUST</p> | | | | <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Staff who have supported unwell colleagues (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms, or the individual subsequently tests positive. Staff MUST wash hands thoroughly for 20 seconds 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: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</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"> Fire risk Impede emergency exit routes Trip hazard. <p>All essential workers, and members of their households who display symptoms of COVID-19 can be tested. Chilwell school will register and refer self-isolating staff, and employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.</p> <p>Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.</p> <p>To obtain a login to the employer referral portal, the school will contact: portalservicedesk@dhsc.gov.uk</p> <p>The government guidance on coronavirus (COVID-19) getting tested is available via:</p> | | | | | | |

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| | | <p>be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day. <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p> <p>Staff and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p> | | | | https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested | | | | | | |

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| Students / staff will transmit COVID-19. | Employees, students, contractors and visitors may be exposed to COVID-19. | <p>All those within the school, including, teaching staff, support staff, students, visitors and contractors MUST 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"> Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. Lidded bins MUST be used. <p>Tissues provided in classrooms.</p> | L | H | M | <p>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;</p> <ul style="list-style-type: none"> Before leaving home On arrival at school After using the toilet After breaks / sporting activities Before food preparation Before eating any food (inc. snacks) Before leaving school <p>Staff to supervise students to ensure they wash their hands for 20 seconds with soap and water.</p> <p>J. Morris (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 / students.</p> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/corona-virus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> Sitting students at desks that are 2m apart Ensuring everyone queues and eats further apart than normal Keeping apart when in the playground or doing any physical exercise Visiting the toilet one after the other Staggering break times | David Phillips / L. Riddell / J. Morris | 08-06-2020 | | L | H | M |

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| | | <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 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.</p> | L | H | M | <ul style="list-style-type: none"> Putting guidelines on the floor in corridors Avoiding unnecessary staff gatherings. <p>Social distancing students to be reinforced by staff frequently.</p> | | | | L | H | M |
| 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 MUST be maintained wherever possible ensuring that staff and students are spaced out at all times.</p> <p>Students and staff to only mix in a small, consistent group.</p> <p>Small groups to remain 2m away from each other wherever possible.</p> <p>Vulnerable children and children of critical workers to be split into small groups</p> | L | H | M | <p>Students are expected to keep distance of 2m between themselves and others. The hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> Avoid contact with anyone with symptoms Frequent hand cleaning and good respiratory hygiene practices Regular cleaning of settings (Inc. throughout the school day) Minimising contact and mixing <p>Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/corona-virus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> | David Phillips | 08-06-2020 | | L | H | M |

| 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>with a maximum of 10 students.</p> <p>Existing school attendees (e.g. key workers and vulnerable children) to remain in their existing groups.</p> <p>Y10 school classes to be split to achieve 25% attending school. Where very small classes might result from this, more than 25% can be present if the space is available.</p> <p>Desks are spaced as far apart as possible (wherever possible 2m apart).</p> <p>Subject specialist rotation for staff will be minimised</p> <p>A thorough cleaning of the rooms takes place at the end or start of every day.</p> <p>Students will sit at the same desk on each day they attend.</p> | L | H | M | <p>If there are shortages of teachers, then teaching assistants will be allocated to lead a group, working under the direction of a teacher.</p> | | | | L | H | M |
| COVID-19 transmission via the physical school environment. | Employees, students, contractors and visitors may be exposed to COVID-19. | <p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces and toilet spaces are cleaned throughout the school day.</p> <p>Shared equipment is avoided wherever possible.</p> <p>Increased cleaning regime of</p> | L | H | M | <p>J. Morris (site manager) 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: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> | L.Riddell / J. Morris | 08-06-2020 | | L | H | M |

| 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>any equipment needs to be cleaned before and after use.</p> <p>Avoid the use of outdoor fixed recreational equipment.</p> <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 for cleaning MUST 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>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"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</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 |
| | | Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances. | L | H | M | | | | L | H | M | |
| 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"> Decide which lessons or activities will be delivered Use timetable and selection of classrooms or other learning environments to reduce movement around school Consider supplementing remote education in secondary schools and colleges with face to face support <p>Avoid teaching activities which involve:</p> <ul style="list-style-type: none"> Sharing equipment around a class Artefact sharing | L | H | M | <p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</p> <p>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via: http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</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>Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> | David Phillips / Sarah Williams | 08-06-2020 | | L | H | M |

| 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"> Contact PE activities. <p>Specific consideration MUST be given to the effect of school closures and working within D&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>Students will have their own equipment provided in packs from teachers in their first lesson and remain with this equipment. For example; pens, pencils. Computer rooms and therefore keyboards will not be available to be booked (apart from subject specific teaching in CR1 and Cr5)</p> <p>Students to work in reduced size groups.</p> <p>Students should work outside as often as this is possible.</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> | | | | | | | | | | |

| 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 |
| | | Avoid the use of outdoor recreation equipment. | | | | | | | | | | |
| 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"> On arrival Between lessons Before leaving school <p>Consistent reminders and positive reinforcement to students regarding key control measures;</p> <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands <p>Behaviour policy to be implemented where appropriate.</p> | L | H | M | Consider implications on the behaviour policy and review as necessary. | David Phillips / Laura Goodhead | 08-06-2020 | | L | H | M |
| Large groups congregating making social distancing difficult. | Employees, students, contractors and visitors may be exposed to COVID-19. | <p>Arrangements for parents to drop off / collect students 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> | L | H | M | <p>Parents provided with information about changes to student drop off / collection and timetable for the school day via WeDuc. This information to be provided to parents prior to school reoccupation.</p> <p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers </p> | | | | L | H | M |

| 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>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>Arrangements for break times and lunch times MUST be reviewed to enable social distancing (e.g. stagger timings).</p> <p>Arrangements for the movement of students around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p> <p>One-way circulation around the building will be in place.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Students gather only in supervised and well spaced sports hall at start of the day for key messages. Sports hall marked out so that students are at least 2m apart.</p> | | | | <p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> Encourage parents and students to walk or cycle to their education setting where possible. Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19 Transport providers follow hygiene rules and try to keep a distance from their passengers Take appropriate action to reduce risk if hygiene rules and social distancing is not possible (e.g. transporting students and young people with complex needs who need support to access vehicle / fasten seatbelts). <p>Staff welfare and breaks is considered. Work spaces in faculty areas available for rest breaks. Staff room to not be used as a social space.</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 <i>(Name)</i> | When <i>(Date)</i> | Complete <i>(Date)</i> | Likelihood | Severity | Risk Rating |
| | | | | | | | | | | | | |
| Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission. | Employees, students, contractors and visitors may be exposed to COVID-19. | Local supply chains MUST be used to source PPE, cleaning materials and hygiene products. Assurance of a secure supply chain to be in place for essential supplies prior to reopening. 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. Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely. | M | H | H | J. Morris (site manager) will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day. J. Morris (site manager) will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products. Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via: https://www.gov.uk/guidance/local-resilience-forums-contact-details#england Nottinghamshire Community Schools to be provided with an initial stock of PPE for use for a symptomatic individual in school. If PPE stocks are unavailable, school site will close until stocks are available again. | | | | L | H | M |
| Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission. | Employees, students, contractors and visitors may be exposed to COVID-19. | Avoid and discourage any unnecessary visitors to site. Avoid any contractor works unless emergency or essential. Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers). | L | H | M | L. Riddell (Business manager) to review and implement adaptations to reception area. J. Morris (site manager) to conduct contractor induction and maintain a record. The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors | L. Riddell / J. Morris | 08-06-2020 | | L | H | M |

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|---|--|---|-------------|----------|-------------|--|-----------------------------|-------------|-----------------|-------------|----------|-------------|
| | | | Likelihood | Severity | Risk Rating | | Who (Name) | When (Date) | Complete (Date) | Likelihood | Severity | Risk Rating |
| | | <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. telephone, email etc. where possible.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> • Signing in by app only • Touch screen removed from reception area • Maintenance of safeguarding controls / security • Receptionist to be seated on central desk in admin space – well back from reception desk. • Social distancing marking from zebra crossing to the front of school • Signage on gate / door advising of procedures • Frequent cleaning regime of hand contact points • Hand gel available • Drop box for parents to return letters and other items. | | | | | | | | | | |

| 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>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> | L | H | M | | | | L | H | M | |
| 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> | L | H | M | <p>L.Riddell (business manager) will be responsible for reviewing the fire risk assessment.</p> <p>J. Morris (site manager) will be responsible for updating any fire evacuation routes.</p> <p>J. Morris (site manager) will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>J. Morris (site manager) 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: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</p> | L.Riddell / J. Morris / L.Goodhead | | | L | H | M |

| 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>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST 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 communication from head teacher</p> <p>The fire assembly point will remain as all weather pitch with social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed with each reduced cohort on first day of re-occupation and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST 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> | | | | | | | | | | |

| 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 |
| 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 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> | M | H | H | <p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>Advise issued by the HSE will be followed regarding the extension of first aid certification, available at: https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</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: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Government guidance issued for first responders should be considered during first aid response, available at: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</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&S Team for assistance at hands@nottsc.gov.uk.</p> | L. Riddell / J. Morris | 08-06-2020 | | L | H | M |

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|--|---|---|--|----------|-------------|--|------------------------------------|-----------------------|---------------------------|-------------|----------|-------------|
| | | | Likelihood | Severity | Risk Rating | | Who <i>(Name)</i> | When <i>(Date)</i> | Complete <i>(Date)</i> | Likelihood | Severity | Risk Rating |
| | | | Yellow | Red | Yellow | Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm If first aiders are not available on site, then site closes. | | | | Green | Red | Yellow |
| Staff experience violence, verbal abuse and aggression from parents / students / visitors / contractors / members of the public. | Staff and students may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur. | Adequate supervision and awareness of student behaviours at all times. Staff received Coping with Risky Behaviours (CRB) training as necessary. Awareness of safeguarding students reporting procedures and designated safeguarding officer. Parents / visitors / members of the public informed that abusive behaviour will not be tolerated. | L | H | M | All incidents where staff experience violence, verbal abuse or aggression MUST be reported on Wellworker as "physical violence" or "verbal abuse or threat". Wellworker can be accessed via: https://nottssc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true | D Phillips / SLT | 08-06-2020 | | L | H | M |
| 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): 01-07-2020 | | | | | | |
| Assessors Signature: David Phillips | | | Date: 2 nd June 2020 | | | Authorised By: | | | Date: | | | |

| | | | | |
|----------------------------|---|--|----------------------------------|--------|
| 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 (The event is unlikely to happen) | Medium (It is fairly likely it will happen) | High (It is likely to happen) | |
| | Likelihood of Harm Occurring | | | |

| Risk Definitions | |
|------------------|--|
| Low | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed. |
| Medium | 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. |
| High | 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 MUST have a written method statement/safe system of work and arrangements MUST be made to ensure that the controls are maintained and monitored for adequacy. |