



COVID-19 School Risk Assessment (H&S Update – Oct.15th 2020)

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

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
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Daily checks are made with the Government online guidance. Government guidance may be issued overnight, checks must be made prior to opening each day. Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via COMMS Changes to school arrangements will be communicated to parents via TEXT/E-MAIL				HEAD TEACHER will be responsible for checking government guidance daily. In their absence BUSINESS MANAGER/DEPUTY HEAD will fulfil this role. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus	CFI LCO/NCR	Daily	Ongoing			
						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	LCO/NCR	Daily	Ongoing			
						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 / dfecoronavirushelpline@education.gov.uk	LCO/NCR CFI	Daily	Ongoing			

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		Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.					CFI/LCO	Ongoing	Ongoing			
Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	From 1 st August 2020 pupils who are deemed extremely clinically vulnerable can return to school.				Government 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	CFI/LCO/DCR	26/05/20	03/06/20			
		Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.				If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.	LCO/DCR	When Req	Ongoing			
		Identify pupils who are clinically extremely vulnerable and clinically vulnerable.				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@nottscg.gov.uk .						
		HEAD TEACHER/PASTORAL/SEN CO to communicate appropriately with their most vulnerable children and health care plans updated where necessary.				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	CFI/GWI	When Req	Ongoing			
		Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.				HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm	CFI/GWI	When Req	Ongoing			
		Health care plans and arrangements for supporting										

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		<p>medical needs of pupils to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p>				<p>Additional information/guidance given to vulnerable pupils and their parents regarding the importance of social distancing and maintaining teaching year groups.</p> <p>SENCO to organise and update as appropriate</p> <p>SENCO to organise and update as appropriate</p>	<p>GW</p> <p>GW</p>	<p>When Req</p> <p>When Req</p>	<p>Ongoing</p> <p>Ongoing</p>			
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1st 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 and support mechanisms implemented.</p>				<p>Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via: 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</p> <p>Government guidance for staying alert and safe (social distancing) is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>If an employee is deemed vulnerable and requires additional risk controls, then a specific individual 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>CFI/ LCO/DCR</p> <p>CFI/ LCO/DCR</p> <p>CFI/ LCO/DCR</p>	<p>26/05/20</p> <p>26/05/20</p> <p>26/05/20</p>	<p>03/06/20</p> <p>03/06/20</p> <p>03/06/20</p>			

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		<p>Consider if vulnerable employees can 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 MUST be documented within an individual risk assessment (for example expectant mothers).</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.</p>				<p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none">• Age• Ethnicity• Sex• Underlying health conditions• Pregnancy <p>Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Both the SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at: 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. 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</p>	CFI/LCO/DCR	10/07/20	13/07/20						
							CFI/LCO/DCR	13/07/20	13/07/20						
							CFI/LCO/DCR	13/07/20	13/07/20						
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						regularly and updated to reflect any changes to arrangements. *Winter Flu Vaccines The Trust wishes to provide all staff with the opportunity for a winter flu vaccine. HR will be in touch with BOMs/SBMs regarding potential suppliers etc.	MHA	tba	Ongoing			
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family. HEAD TEACHER/BUSINESS MANAGER to monitor staff absence related to COVID-19. Seek advice from your HR provision if required for staff absences.				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/self-isolation-and-treatment/	CFI/LCO/DCR	26/05/20	03/06/20			

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Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The Government stay at home guidance MUST be followed if pupils become unwell with;</p> <ul style="list-style-type: none"> A new continuous cough, A high temperature, or; A loss of or change in their normal sense of taste or smell (anosmia). <p>Symptomatic child will be moved to MEDICAL ISOLATION ROOM which is used as the isolation area until parent arrives for collection.</p> <p>Staff supervising pupils 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>A suitable isolation area MUST be set up in school.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p>				NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/	CFI/LCO/DCR	26/05/20	03/06/20			
						Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals NOVA COMMS/STAFF BRIEFINGS/E-MAIL	CFI/LCO/DCR	26/05/20	03/06/20			
						Parents provided with information about key symptoms E-MAIL/TEXT/PHONE CALL Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.	CFI/LCO/DCR	26/05/20	03/06/20			
						<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 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>BUSINESS MANAGER/SITE MANAGER will be responsible for setting up the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> A room with a door that can be closed Supervision provided for pupil(s) in the isolation area. Access to a separate bathroom (in case needed whilst awaiting collection). An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. 	LCO/DCR	26/05/20	03/06/20			

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		<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 MUST 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 MUST be followed.</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 medical waste bin. 				<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. This will be arranged in year groups. <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 fluid-resistant surgical face mask <p>If contact with the child is required, then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask Eye protection (e.g. face visor or goggles) <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Further guidance is available via: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures First Aid Staff have received instruction.</p>	CFI/LCO/DCR	26/05/20	03/06/20			
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						<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@nottscg.gov.uk.</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: 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</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone MUST 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: https://www.gov.uk/government/publications/c</p>	CFI/LCO/DCR	10/07/20	13/07/20			
						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: 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	CFI/LCO/DCR	10/07/20	13/07/20			
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						Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.	CFI/LCO/DCR	10/07/20	13/07/20			
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						ovid-19-decontamination-in-non-healthcare-settings 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"> • Fire risk • Impede emergency exit routes • Trip hazard • Away from pupils 	CFI/LCO/DCR	10/07/20	13/07/20			
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, 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 followed if staff become unwell with; <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; • A loss of or change in their normal sense of taste or smell (anosmia). If staff feel unwell with the above symptoms during the school day they MUST go home. 999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk. If employees have specific concerns about their or others health, they should be				NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/	CFI/LCO/DCR	10/07/20	13/07/20			
						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 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	CFI/LCO/DCR	10/07/20	13/07/20			
						Staff who have supported colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.	CFI/LCO/DCR	10/07/20	13/07/20			
						Everyone MUST 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	CFI/LCO/DCR	10/07/20	13/07/20			

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		<p>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 MUST 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 MUST be followed.</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"> • Usually a medical sanitation yellow bin will be used. • Or by 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 • Placed in a suitable and secure place and marked for storage until the 				<p>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 • Away from pupils 	CFI/LCO /DCR	10/07/20	13/07/20			

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		<p>individual test results are known.</p> <ul style="list-style-type: none"> Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours. <p>Follow NHS Test and Trace process.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>										
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p>				Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams	CFI/LCO	10/07/20	13/07/20			
						Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via COMMS/BRIEFINGS/E-MAIL	CFI/LCO	10/07/20	13/07/20			
						Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via E-MAIL/NEWSLETTER/COMMS	CFI/LCO	10/07/20	13/07/20			
						<p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> Staff and pupils MUST not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. 	CFI/LCO	10/07/20	13/07/20			

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		<p>Take immediate action to contact the local health protection team once aware of someone who has attended school has tested positive for COVID-19.</p> <p>The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 14 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups MUST 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 MUST not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before admitting children or welcoming them back after a period of self-isolation.</p>				<ul style="list-style-type: none"> Book a test if displaying symptoms via: https://www.gov.uk/guidance/corona-virus-covid-19-getting-tested. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. 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. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/corona-virus-covid-19-getting-tested Ordered by phone NHS 119 (for those without access to the internet). <p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> 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. A positive test result – follow the stay at home guidance and MUST 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 	CFI/LCO	10/07/20	13/07/20			
							CFI/LCO	10/07/20	13/07/20			

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
		<p>If one 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>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 14 days.</p> <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> • 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). • Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle with an infected person. <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"> • An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. • 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; • A worker dies as a result of occupational exposure to coronavirus. 	CFI/LCO	10/07/20	13/07/20			
							CFI/LCO	10/07/20	13/07/20			

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
						Before submitting the RIDDOR report please contact the H&S Team for further advice and support via hands@nottsgov.uk .						
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals (including staff, pupils, visitors, contractors etc.) MUST not come into school if they have COVID-19 symptoms or have tested positive in the last 7 days.</p> <p>All those within the school, including, teaching staff, support staff, pupils, 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, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> 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 				<p>All staff, pupils, contractors and visitors will be required to sanitise their hands:</p> <ul style="list-style-type: none"> Before leaving home On arrival at school After using the toilet After breaks / sporting activities When changing rooms Before food preparation Before and after eating any food (inc. snacks) Before leaving school <p>Staff to supervise pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Non-alcohol sanitisers are used for all pupils.</p> <p>Enhanced hand sanitisation for all pupils takes place at the start of every lesson. Sanitisation stations are available throughout the day in all corridors and toilet blocks. Non-alcohol cleaning wipes are available and used throughout the day in all classrooms and teaching spaces. IT Classrooms have their keyboards/mice sanitised between teaching groups. Sports equipment is also cleaned and sanitised between user groups.</p> <p>SITE TEAM/CLEANING SUPERVISOR will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p>	CFI/LCO	10/07/20	13/07/20			
							CFI/LCO	23/07/20	23/07/20			
							CFI/DCR /LCO	29/09/20	05/10/20			
							CFI/LCO	10/07/20	13/07/20			
							CFI/LCO	23/07/20	23/07/20			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>the bin and washing hands.</p> <ul style="list-style-type: none"> Lidded bins MUST be used. <p>Tissues provided in classrooms.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times.</p>				<p>Share key messages of hand hygiene with parents / pupils.</p> <p>Government guidance for full opening: is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> Sitting children side by side at desks facing forward that are spaced 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 Putting guidelines on the floor in corridors Avoiding unnecessary staff gatherings. <p>Staff to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>The introduction of staggered starts and ends to the school day have proven highly effective and will remain a key component of our overall strategy. Year group 'bubbles' for breaks and lunches will also remain.</p> <p>Year group zones have been replaced with a more effective, extended one way system, designed to help maximise the use of the Academy building, ease congestion on corridors and ensure that learning begins as soon as children cross our learning line. By</p>	CFI/LCO	10/07/20	13/07/20			
							CFI/LCO	10/07/20	13/07/20			
							CFI/LCO/DCR	14/10/20	15/10/20			
							CFI/LCO/DCR	14/10/20	15/10/20			
							CFI/LCO.DCR	23/10/20	23/10/20			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>marking this change we believe that this will impact positively on student experience both in and outside the classroom.</p> <p>The extended one way system will ensure students are able to move around the Academy safely and with very limited 'close contact' with children who aren't in their class/year group.</p> <p>Teachers will be situated on doorways to meet and greet and ensure students walk in single file where possible and to uphold high standards of behaviour. Teachers will also be able to stagger any student egress from rooms from this position, further supporting the 'close contact' situation.</p>						
Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Social distancing MUST be maintained wherever possible ensuring that staff and pupils are spaced out at all times.</p> <p>Hand sanitisation to be undertaken at the start and end of every lesson.</p> <p>Sanitisation wipes are available for students to wipe down desks and computer facilities as an additional safety measure.</p> <p>Staggered entry and egress will limit 'close contact' at the start and ends of the day.</p>				<p>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>Staff should ideally 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 MUST 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>	CFI/LCO/DCR	10/07/20	13/07/20			
							CFI/LCO/DCR	10/07/20	13/07/20			
							CFI/LCO	10/07/20	13/07/20			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>An extended one way system will ensure students are able to move around the Academy safely and without coming into 'close contact' with other children who aren't in their class/year group bubbles.</p> <p>Children, young people and staff to only mix in a consistent year groups during unstructured times.</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>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>Older pupils should be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Government guidance for full opening: is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</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>Pupils to be located around the site in consistent year groups. Arrival/break times/departure will see these year groups being kept separate from each other. Practical subjects – DT etc will see the areas cleaned before and after use.</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"> • Fire risk • Impede emergency exit routes • Trip hazard. <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>	CFI/LCO/DCR	01/10/20	15/10/20			
							CFI/LCO/DCR	10/07/20	13/07/20			
							CFI/LCO/DCR	10/07/20	13/07/20			
							CFI/LCO/DCR	10/07/20	13/07/20			
							CFI/LCO/GWI	10/07/20	13/07/20			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Wherever possible staff should stay at the front of the class to teach lessons.</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>Desks are spaced as far apart as possible (wherever possible 2m apart).</p> <p>Seating plans will be used to ascertain any 'close contact' during lesson time.</p>										
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces, shared areas used by different groups and toilet spaces are cleaned throughout the school day.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p>				<p>SITE TEAM/CLEANING SUPERVISOR will be responsible for checking stocks cleaning products and resources are available.</p>	LCO/DCR/SHO	10/07/20	13/07/20			
						<p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed.</p> <p>This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings </p>	LCO/DCR/SHO	10/07/20	13/07/20			
						<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. 	LCO/DCR/SHO	10/07/20	13/07/20			
							LCO/DCR/	10/07/20	13/07/20			

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
		<p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none">Cutting and stickingPainting and gluingIndoor / outdoor construction toys. <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p> <p>The risks from any hazardous substances used for cleaning 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>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p> <p>In addition to the statutory control</p>				<p>Government guidance for managing playgrounds and outdoor gyms is available via: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p> <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> <p>Additional COSHH and MSDS have been put in place to reflect the new cleaning products used to combat the spread of infection. The Academy have introduced an additional deep cleaning regime which includes using the Zoono product, which is proven as being extremely effective in the prevention of virus transmission.</p> <p>Daytime cleaning regimes will be continued into the autumn term onwards and daytime cleaners should be provided with masks for use as outlined in the above guidance. We will provide masks for all daytime cleaners, including those contacted from outsourced providers.</p> <p>After school cleaners will not be required to wear masks unless they wish to do so and we can provide masks if required.</p> <p>Daytime cleaning regimes should focus on cleaning communal touch points such as door handles, banister rails and hard surfaces. All</p>	SHO					
							LCO/ DCR/ SHO	10/07/20	13/07/20			
							CFI/LCO/ DCR	23/10/20	23/10/20			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		measures required we have implemented further measures – see Further Action Section *				<p>toilets being regularly used by staff and students should be also have touch points including toilet seats cleaned very hour.</p> <p>*Additional Cleaning; Emergency Deep Cleaning</p> <p>The trust is in the process of procuring 3 hand held electrostatic fogging machines to be used in the event of a COVID outbreak in a school. One will be held in the north of the county, one centrally and one in the east of the county.</p> <p>These can be accessed by site teams in the event of a deep clean requirement.</p> <p>*Classroom Clearouts</p> <p>The management of COVID is more effective in spaces where there are clear surfaces that are easy to clean. All classrooms across the trust should be cleared in preparation for September opening. This includes (but is not limited to) text books, exercise books, other curriculum materials and the general random bits and bobs that gather in the corners of classrooms and on top of cupboards.</p> <p>*Winter Flu Vaccines</p> <p>The Trust wishes to provide all staff with the opportunity for a winter flu vaccine. HR will be in touch with BOMs/SBMs regarding potential suppliers etc.</p> <p>*Designated COVID Officer (DCO) As part of the trust's requirement to ensure COVID procedures are being undertaken in schools, a designated officer responsible for COVID compliance and process needs to be identified.</p>	LCO/CFI/DCR	19/08/20	Ongoing			
							LCO/CFI/DCR/SHO	19/08/20	Ongoing			
							MHA	18/08/20	Ongoing			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>Ideally this person should be senior and a BOM/SBM or member of SLT would be ideal. The responsibility would focus on ensuring COVID procedure compliance in the school in conjunction with the HoS and also have a reporting element to the Central H&S team.</p> <p>*Face masks</p> <p>The trust has determined that there is an increased risk of adult to adult COVID transmission in shared spaces in schools. This is a pre-emptive response to the possibility of a second COVID wave in the Autumn and mirrors government guidance on wearing masks in public places such as supermarkets, shops and on public transport.</p> <p>As such, from the start of INSET week (24th August), teaching and support staff will be required to wear face masks in the following broad contexts (further details to follow in specific guidance document including a letter to staff):</p> <ul style="list-style-type: none"> • Staff rooms • Corridors and movements around school • Large meetings • Small meetings in enclosed spaces • Dining halls • Indoor duty points <p>Staff will not be required to wear masks:</p> <ul style="list-style-type: none"> • Whilst teaching (assuming social distancing is in place) • Working at desks (guidance to be provided) 	MHA/ LCO/CFI/ DCR	19/08/20	Ongoing			
							MHA/LCO/ DRC	19/08/20	Ongoing			
							LCO (tbc)	19/08/20	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<ul style="list-style-type: none"> Reception duties (face shields to be made available) Socially distanced meetings of small groups in large spaces Whilst outside and maintaining social distancing <p>Face masks for students</p> <p>All secondary students will be required to wear a face mask in the following areas:</p> <ul style="list-style-type: none"> corridors communal indoor spaces dining halls (when entering, queuing, and leaving). during fire evacuations any other area of the school where students may mix outside their year group <p>Students are not required to wear face masks:</p> <ul style="list-style-type: none"> during lessons in outside spaces if they are contained within their teaching group whilst eating <p>Communication regarding face masks are covered during student on-boarding sessions and subsequent crew times.</p> <p>Exemptions to this policy</p> <p>Any student presenting appropriate medical evidence should be exempted from wearing face masks.</p> <p>Types of face masks</p>	MHA/LCO/CFI/DCR	19/08/20	24/08/20			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<p>Students should wear face masks that comply with the following requirements</p> <ul style="list-style-type: none"> covers nose and mouth does not have any offensive or contentious words, patterns or images printed on it <p>Students should not wear face coverings of the following descriptions:</p> <ul style="list-style-type: none"> scarfs bandanas the pulling up of coats, hoodies or other clothing over mouths and noses <p>Mask supply</p> <p>We would expect most students to provide their own face masks, but provision should be made for FSM/Pupil Premium students who may struggle to access face masks.</p> <p>For these students and other students who may be facing hardship (at the school's discretion) the trust will centrally procure face masks.</p> <p>Students not wearing a mask;</p> <p>If a student presents to school without a mask, we will provide a paper mask.</p> <p>Schools will order additional supplies of paper masks.</p>	CFI/LCO/DCR	23/10/20	23/10/20			
						<p>Students not wearing a mask;</p> <p>If a student presents to school without a mask, we will provide a paper mask.</p> <p>Schools will order additional supplies of paper masks.</p>	MHA/CFI/LCO/DCR	15/10/20	15/10/20			

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
						<p>Wearing masks in lessons:</p> <p>Students may request wearing masks in lessons and this is permissible but at the school's discretion.</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
Risk of transmission due to contact activities.	Employees, pupils, 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>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>	CFI/LCO/DCR	10/07/20	13/07/20			
						<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>	CFI/LCO/DCR	10/07/20	13/07/20			
						<p>Replace any shared cups with disposable cups and encourage parents to provide water bottles for children.</p>	CFI/LCO/DCR	10/07/20	13/07/20			
						<p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils to have own equipment which remains with them. Storage of these items can be placed on the desk in individual trays.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Cleaning and rotation of items to be followed.</p>	CFI/LCO/DCR	10/07/20	13/07/20			

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		<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>Cease the use of shared drinking cups.</p> <p>Staff and pupils to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>It is recommended that pupils to have their own equipment provided and remain with this equipment. For example; pens, books, glue sticks, laptops / tablets. Items to be cleaned frequently.</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups (e.g. sports, art and science equipment) should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for</p>				<p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Classrooms and indoor teaching spaces should remain ventilated by leaving doors/windows open or by using the air source circulation system (depending outside temperatures) Teaching areas must always maintain acceptable temperature for pupils and staff in order that they are conducive for learning.</p> <p>Whilst it may be difficult to keep all classroom windows open during inclement weather, the expectation is that classroom doors will remain open should windows need to be closed for a period of time.</p>	CFI LCO/DCR	10/07/20	13/07/20			

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		<p>48 hours (72 hours for plastics) between use by different groups.</p> <p>Pupils to work in as small groups as possible.</p> <p>Pupils should work / play outside as often as this is possible.</p> <p>When working inside, pupils should be in groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance wherever possible.</p>					CFI LCO/DCR	19/07/20	22/07/20			
Use of classrooms by different student groups	Employees, pupils	Cleaning rota in place to ensure all rooms are cleaned at the start and end of each day.				<p>Implement the weekly use of Zoono to provide an additional barrier to touch surfaces such as tables and chairs.</p> <p>Ensure all students sanitise their hands at the start and end of every lesson.</p> <p>Provide sanitation wipes for additional cleaning of tables, keyboards, mice etc.</p>	CFI/LCO/DRC	2/11/20	6/11/20			
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"> Physical distancing between individuals. Playing outside wherever possible. Limiting group size to 15 pupils. 				<p>If using external contractors to support activities, ensure that risk controls and arrangements are formally communicated. Where appropriate request a copy of their own risk assessment.</p> <ul style="list-style-type: none"> A4T will provide bespoke RA for all their letting activities 	CFI/DCR /RBE	10/07/20	13/07/20			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> Position pupils back-to-back or side-to-side. Do not share instruments. Ensure good ventilation. Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies. <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"> Pupils to be kept in consistent groups for sporting activities. Sports equipment to be cleaned between each use by different groups. Contact sports avoided. 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. 					CFI/DCR / RBE	10/07/20	13/07/20			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> External facilities can be used in line with government guidance including transport to and from such facilities. External coaches, clubs and organisations can be used for curricular and extra-curricular activities. 										
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> On arrival Before / after break Before / after lunch Before leaving school <p>Consistent reminders and positive reinforcement to pupils 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>				<p>Consider implications on the behaviour policy and review as necessary.</p> <p>All safety measures will be continually reiterated to pupils.</p>	CFI/LCO/DCR	10/07/20	13/07/20			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).				Parents provided with information about changes to pupil drop off / collection and timetable for the school day via E-MAIL/PHONE CALL/TEXT This information to be provided to parents prior to school reoccupation.	CFI/LCO /DCR	10/07/20	13/07/20			
		<p>Parents / Carers advised only one individual to accompany children to the education / childcare setting.</p> <p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>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 pupils around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p> <p>Consider one-way circulation around the building.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Avoid large gatherings</p>				<p>Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.</p> <p>Staffroom and communal staff areas have limit access and reduced capacity until further notice.</p>	CFI/LCO/ DCR	10/07/20	13/07/20			

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
		such as assemblies or collective worship with more than one group. Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff.										
Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport. Wherever possible pupils to remain in their designated groups (e.g. by class, year group etc.) Hand sanitiser to be used upon boarding and disembarking. Vehicles to be subject to increased cleaning. Queuing and boarding to be organised and distanced where possible. Distancing within vehicles wherever possible. Pupils (over the age of 11) to use face coverings, where appropriate e.g. if they are likely to come into very close contact with people outside				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 When reviewing transport arrangements: <ul style="list-style-type: none"> Encourage parents, children and young people 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 children and young people with complex needs who need support to access vehicle / fasten seatbelts). Implement a process for safe removal of face coverings. Consider staggered start times for those using wider public transport to avoid travel outside of peak hours. 	CFI/LCO/DCR	10/07/20	13/07/20			

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
		of their group or who they do not normally meet.				Face masks are to be worn on minibuses – pupils to provide their own. The minibus driver will hold a limited emergency supply.						
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	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.				SITE MANAGER/CLEANING SUPERVISOR will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day. SITE MANAGER CLEANING SUPERVISOR 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 your local authority. Within Nottinghamshire please email ppe@nottscc.gov.uk for assistance.	DCR/SHO	10/07/20	13/07/20			
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, 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).				SITE MANAGER/SITE TEAM to review and implement adaptations to reception area. SITE MANAGER/SITE TEAM to conduct contractor induction and maintain a record. Reception staff to ensure that all contractors are signed in and have all of their correct documentation.	DCR/LCO/CWI/DWI DCR/LCO/CWI/DWI	10/07/20 10/07/20	13/07/20 13/07/20			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<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"> • Method of signing in • Maintenance of safeguarding controls / security • Physical barrier to protect those working in reception • Social distancing marking • Signage on gate / door advising of procedures • Inform of procedures via intercom • Frequent cleaning regime of hand contact points • Hand gel available • Drop box for parents to return letters and other items. <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</p>										

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		contractors on arrival at site and a record maintained. Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.										
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it. 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. Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight). Fire doors MUST not be propped open. Fire evacuation routes to be kept clear at all times. Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.				HEAD TEACHER/SITE MANAGER will be responsible for reviewing the fire risk assessment.	CFI/LCO/DCR	10/07/20	13/07/20			
						HEAD TEACHER/SITE MANAGER will be responsible for updating any fire evacuation routes.	DCR/CWI/DWI	10/07/20	13/07/20			
						HEAD TEACHER/SITE MANAGER will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.	GWI/CFI	10/07/20	13/07/20			
						SITE TEAM will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.	CFI/LCO/DCR	10/07/20	13/07/20			
						SENCO will be responsible for reviewing PEEPs regularly and amending support plans as required.						
						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	GWI/CFI/DCR	10/07/20	13/07/20			
							GWI/CFI/DCR	10/07/20	13/07/20			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via COMMS</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed 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 pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel MUST 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, pupils and visitors may suffer as a result of inadequate first aid provision	<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</p>				<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>The Health and Safety Executive (HSE) has issued guidance for first aid during the</p>	CFI/LCO/DCR	10/07/20	13/07/20			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
	or incorrect first aid treatment.	<p>updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>				<p>coronavirus (COVID-19) outbreak, available via: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm Additional PPE is available onsite and via repeat orders</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplication's, 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>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@nottscc.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:</p>	CFI/LCO/DCR	10/07/20	13/07/20			

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						https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm						
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff received Coping with Risky Behaviours (CRB) training as necessary.</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.</p>				All incidents where staff experience violence, verbal abuse or aggression 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	CFI/LCO/DCR	10/07/20	13/07/20			
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 (<i>Step 5</i>):					
Assessors Signature: <i>David Crampton</i>			Date: 30/10/2020		Authorised By: <i>Chris Fisher</i>				Date: 30/10/202			

Addition information;

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 Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Use of hand sanitising products	Employees, pupils, contractors and visitors will be required to use such products. Harm may come from overuse, ingestion, contact with eyes inhalation or dermatological responses	Guidance provided on use of hand sanitisers by or near hand sanitiser stations. Guidance provided to students through assemblies and tutor periods Staff awareness of hand sanitiser management Data sheets available to all first aid staff				Training and signage should be in place and have been seen and accessed by all pupils, staff and visitors Signage containing the latest guidance and health & safety measures are constantly reviewed and updated. Alcohol based hand sanitisers have been removed from pupil use.	LCO/DCR LCO/CFI/DCR LCO/CFI/DCR	1/9/20 4/9/20 12/10/20	4/9/20 7/9/20 12/10/20			
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 Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Use of face-masks	Employees, pupils, contractors and visitors will be required to use face coverings. Harm may be caused by ineffective use of masks, ineffective procedures for putting on and taking off masks, emotional response to wearing a mask	Students and staff have been trained in the use of masks including how to wear a mask and how to put on a mask. Staff have also been trained in dealing with mask use sensitively and looking out for distress and concern amongst all mask wearers				Regular engagement with students on their experiences wearing masks through tutors and other pastoral and curriculum staff. Support available if concerns raised.	LCO/CFI	4/9/20	7/9/20			

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.