

# Coronavirus (Covid-19) Risk Assessment February 2021

Operations/Work Activities covered by this assessment:	<b>NORMAL DELIVERY OF A SCHOOL/ACADEMY</b>		
Site Address/Location:	The Elizabethan Academy, Retford	Department/Service/Team:	Finance/H&S
<b>Note:</b> 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 admin 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
<b>Asymptomatic Testing in the Academy</b>												
Lack of adequate testing increases the risk of transmission at the academy.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Eligible students will be tested at the academy test site on 3 occasions 3 to 5 days apart. The first tests will conducted prior to 8 March to enable return to the classroom environment from 8 March.</p> <p>Staff will be provided home testing kits as soon as they become available but no later than the 5 March. Staff anxious about the testing process will be offered a test at the school test site in the days leading up to the return of students.</p> <p>Information will be shared with parents and staff promoting the benefits of test which remains voluntary.</p> <p>Following this students will be given home test kits for twice weekly home testing.</p> <p>Wherever possible students will not access classrooms for face to face learning until the first negative test.</p> <p>Information about the testing systems will be provided via briefings, and the academy website.</p> <p>Parents reminded that anyone presenting symptoms must not attend the academy and should arrange a PCR test.</p>	L	L	L	Consider students who receive consent from parents but do not attend first scheduled test.	CD/KW	Feb 2021		L	L	L
<b>Travelling to / from the Academy</b>												
Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Wherever possible pupils to remain in their allocated seats on the vehicle and reminded of the importance of maintaining consistent groups (e.g. by class, year group etc.)</p> <p>Hand sanitiser to be used upon boarding and disembarking.</p>	M	M	M	<p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>When reviewing transport arrangements: •Encourage parents, children and young people to walk or cycle to their education setting where possible.</p>	CD/KW	Feb 2021		L	L	L

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		<p>Vehicles to be subject to increased cleaning.</p> <p>Queuing and boarding to be organised and distanced where possible.</p> <p>Distancing within vehicles wherever possible.</p> <p>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 of their group or who they do not normally meet.</p> <p>School transport drivers are NOT required to wear a face covering by law.</p> <p>Staff to wear face coverings when unable to maintain social distancing in passenger facing roles e.g. supporting disabled passengers.</p>				<p>•Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19</p> <p>•Transport providers follow hygiene rules and try to keep a distance from their passengers</p> <p>•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).</p> <p>•Implement a process for safe removal of face coverings.</p> <p>•Consider staggered start times for those using wider public transport to avoid travel outside of peak hours.</p> <p>Government guidance for face coverings in education is available via: <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p>						
<b>Access and Egress – (Including car parks, corridors, entrances and exits and external areas)</b>												
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).</p> <p>Parents / Carers advised only one individual to accompany children to the education / childcare setting.</p> <p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>Tutor period extended to allow for staggered drop-offs and DEAR moved to end of day to allow for staggered departure to minimise students moving around site at any single point.</p>	L	M	L	Parents provided with information about changes to pupil drop off / collection and timetable for the school day via Parent Bulletin/Website/Email. This information to be provided to parents prior to school reoccupation.	PAC	1/9		L	M	L
<b>Classroom Activities and Moving between Academy Locations</b>												
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 10 days.</p> <p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors <b>MUST</b> follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p>	M	M	M	<p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> <li>• Before leaving home</li> <li>• On arrival at school</li> <li>• After using the toilet</li> <li>• After breaks / sporting activities</li> <li>• When using changing rooms</li> <li>• Before food preparation</li> <li>• Before and after eating any food (inc. snacks)</li> <li>• Before leaving school</li> </ul>	CD	1/9		L	M	L

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		<p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> <li>Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so.</li> <li>Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.</li> <li>Lidded bins <b>MUST</b> be used.</li> </ul> <p>Tissues provided in classrooms.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) issued to all staff in large bottle for use in classrooms.</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. Staff will avoid raising voice or shouting, due to risk of particulates spreading the virus.</p>				<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. Consider alternatives such as skin friendly cleaning wipes.</p> <p>Cleaning Staff (Engie) will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> <p>Government guidance for full opening: schools is available via: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> <li>Sitting children side by side at desks facing forwards that are spaces apart.</li> <li>Ensuring everyone queues and eats 2m apart wherever possible</li> <li>Keeping apart when in the playground or doing any physical exercise</li> <li>Visiting the toilet with a max of 2 people in the toilet at any one time.</li> <li>Staggering break times</li> <li>Putting guidelines on the floor in corridors</li> <li>Avoiding unnecessary staff gatherings.</li> </ul> <p>Social distancing for some children may be harder to maintain. Staff to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p>						
Increased risk of transmission due to increased pupils / staff	Employees, pupils, contractors and visitors may be	<p>Social distancing <b>MUST</b> be maintained wherever possible ensuring that staff and pupils are spaced out at all times.</p> <p>Children, young people and staff to only mix in a, consistent group.</p>	M	M	M	Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (particularly with pupils with complex needs), however, adults <b>MUST</b> do this when circumstances allow.	TKW / MCD	1/9		L	M	L

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working in close proximity.	exposed to COVID-19.	<p>Groups to remain 2m away from each other wherever possible. Consider limiting interaction, sharing rooms and social spaces between groups as much as possible.</p> <p>Key Stage 4 / 5 small groups wherever possible, in some cases due to the range of curriculum subjects this may need to be the size of a year group.</p> <p>Key Stage 3 to implement small groups (class sized or smaller) wherever possible.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</p> <p>Wherever possible staff should stay at the front of the class to teach lessons.</p> <p>Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>Adapt classrooms to support distancing where possible. Move unnecessary furniture out of classrooms to make more space.</p> <p>Pupils to be seated side by side facing forwards</p> <p>Desks are spaced as far apart as possible (wherever possible 2m apart). Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms before rooms are used again.</p> <p>Consider seating students at the same desk on each day if they attend on consecutive days.</p>				<p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone.</p> <p>Older pupils should be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Government guidance for full opening: schools relating to implementing protective measures in education and childcare settings is available via: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group or cover lessons if working under the direction of a qualified or nominated teacher.</p> <p>If moving furniture to create more space in classrooms, ensure that this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard</li> <li>• Manual handling.</li> </ul> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Where using specialist facilities/classrooms e.g. labs, art rooms etc, consideration will be given to additional cleaning and use of hand sanitiser by students.</p>						
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Cleaning regime to be reviewed to provide extra attention to hand contact points, 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 <b>MUST</b> not be propped open.</p>	M	M	M	<p>K Whinfrey (Finance Assistant) 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:</p>	CD	1/9		L	M	L

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		<p>Remove soft furnishings, that are hard to clean (such as those with intricate parts).</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> <li>• Cutting and sticking</li> <li>• Painting and gluing</li> <li>• Indoor / outdoor sports equipment.</li> </ul> <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p> <p>The risks from any hazardous substances used for cleaning <b>MUST</b> be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p>				<p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> </ul> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</a></p>						
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"> <li>• Decide which lessons or activities will be delivered</li> <li>• Use timetable and selection of classrooms or other learning environments to reduce movement around school</li> </ul> <p>Specific consideration <b>MUST</b> be given to the effect of school closures and working within D&amp;T and Science.</p> <p>Avoid shaking hands with colleagues and visitors. 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>	M	M	M	<p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: <a href="http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx">http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</a></p> <p>CLEAPSS has issued guidance for D&amp;T Departments and COVID-19 available via: <a href="http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx">http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</a></p> <p>Staff to remove shared cups and make use of personal insulated cups for hot drinks.</p> <p>Encourage parents to provide water bottles for children.</p> <p>Children to bring in their own named water bottle which should be taken home and cleaned each night.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to</p>	CD/ TKW/ LD	1/9		L	M	L

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		<p>Pupils to bring their own equipment and avoid sharing. For example; pens, books, glue sticks, laptops / tablets. Items to be cleaned frequently. Some writing equipment will be in classrooms and can be given to students to take home if necessary.</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>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups (e.g. sports, art and science equipment) should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p> <p>When working inside, pupils should be in small groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance wherever possible.</p>				<p>pupil education and development. Cleaning and rotation of items to be followed.</p> <p>Pupils to have own equipment which remains with them. Storage of these items can be placed on the desk or left in bags under their desks out of isles.</p> <p>Government guidance for full opening: schools is available via: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>						
Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>There may be an additional risk of infection when singing, chanting, playing wind / brass instruments or shouting. Implement additional actions to reduce risk, including;</p> <ul style="list-style-type: none"> <li>•Physical distancing between individuals.</li> <li>•Playing outside wherever possible.</li> <li>•Limiting group size to 15 pupils.</li> <li>•Position pupils back-to-back or side-to-side.</li> <li>•Do not share instruments.</li> <li>•Ensure good ventilation.</li> <li>•Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies.</li> </ul> <p>Physical education, sport and physical activity can be provided within current control measures. The following must be considered:</p> <ul style="list-style-type: none"> <li>•Pupils to be kept in consistent groups for sporting activities.</li> <li>•Sports equipment to be cleaned between each use by different groups.</li> <li>•Contact sports avoided.</li> <li>•Outdoor sports prioritised where possible, and large indoor spaces where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>•External facilities can be used in line with government guidance including transport to and from such facilities.</li> </ul>	L	M	M	If using external contractors to support activities, ensure that risk controls and arrangements are formally communicated. Where appropriate request a copy of their own risk assessment.	PMB/ANB	01/09		L	L	L

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		<p>•External coaches, clubs and organisations can be used for curricular and extra-curricular activities.</p>										
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"> <li>On arrival</li> <li>Before / after break</li> <li>Before / after lunch</li> <li>Before leaving school</li> </ul> <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> <li>Social distancing</li> <li>Cough / sneeze into tissue</li> <li>Washing hands</li> </ul> <p>Behaviour policy to be implemented where appropriate.</p>	M	M	M	Consider implications on the behaviour policy and review as necessary.	PAC	1/9		M	M	M
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<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). While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk</p> <p>Consider and communicate detail of any one-way circulation around the building where necessary.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Avoid large gatherings such as assemblies 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.</p>	M	M	M		CD/TKW	1/9		L	M	L
Use of face coverings in education settings to minimise transmission of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Pupils will be required to wear face coverings in all indoor areas of the academy including but not limited to classrooms where social distancing cannot be maintained, school corridors (and other communal spaces where social distancing cannot be maintained).</p> <p>Where lockdown does not apply – the principal may decide to use their discretion to require face covers in communal areas, where social distancing is not possible.</p>	L	L	L	Government guidance for face coverings: when to wear one and how to make your own is available via: <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a>	CD	Feb 20		L	L	L



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		<p>Face coverings MUST be worn correctly to avoid inadvertently increase the risks of transmission.</p> <p>Staff and pupils are provided with clear instructions regarding how to put on, remove, store and dispose of face coverings.</p> <p>Hands must be washed before and after touching face coverings (including to remove or put them on).</p> <p>Face coverings to be stored in individual, sealable plastic bags between use.</p> <p>If face coverings become damp, they should not be worn and replaced carefully.</p> <p>Face coverings are not deemed necessary in classrooms even where social distancing is not possible.</p> <p><b>Staff reminded that the use of face visors or shields should not be worn as an alternative to face coverings.</b></p>				<p>Pupils provided with clear instructions regarding how to put on, remove, store and dispose of face coverings <b>via tutorials, parent briefings and academy website.</b></p> <p>Staff provided with clear instructions regarding how to put on, remove, store and dispose of face coverings via <b>staff briefings and academy website.</b></p> <p>If staff or pupils are unable to access a face covering, or where they are unable to use their face covering (e.g. having forgotten it, becoming soiled or unsafe), education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>Some individuals are exempt from wearing face coverings. For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</p> <p>Government guidance for face coverings in education is available via: <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: <a href="https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance">https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</a></p>						
<b>Emergency Situations</b>												
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The Government stay at home guidance <b>MUST</b> be followed if pupils become unwell with;</p> <ul style="list-style-type: none"> <li>A new continuous cough,</li> <li>A high temperature, or</li> <li>A loss or change to your sense of smell or taste (anosmia)</li> </ul>	M	H	H	<p>NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via Staff Briefing Sessions.</p>	HU	1/9		M	M	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 admin 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>Symptomatic child will be moved to quarantine. <b>Room which is used as the quarantine area until parent arrives for collection.</b></p> <p>Staff supervising pupils in isolation area <b>MUST</b> maintain a distance of 2m. Where this cannot be maintained (e.g. for a child with complex needs) PPE <b>MUST</b> be worn.</p> <p>A suitable isolation area <b>MUST</b> be set up in school.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>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 where a symptomatic individual has spent time and objects / surfaces they have come into contact with <b>MUST</b> be cleaned with disinfectant after they have left to reduce the risk of the virus being passed on. The Government guidance <b>MUST</b> be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>Placing in a plastic rubbish bag – tied when full.</li> <li>Plastic bag placed in a second bin bag and tied.</li> <li>Bins <b>MUST</b> be emptied regularly throughout the day</li> <li>Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> <li>Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours.</li> </ul> <p>Follow NHS Test and Trace process.</p> <p><b>1<sup>st</sup> Aid grab bag available with PPE inc. PPE usage instructions.</b></p>				<p>Parents provided with information about key symptoms via Parent Bulletin. Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Chris d'Albuquerque (CFOO) will be responsible for setting up the isolation area. The following elements <b>MUST</b> be included (wherever possible);</p> <ul style="list-style-type: none"> <li>A room with a door that can be closed</li> <li>Supervision provided for pupil(s) in the isolation area.</li> <li>A window available and opened for ventilation.</li> <li>Access to a separate bathroom (in case needed whilst awaiting collection).</li> <li>An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school.</li> <li>A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)).</li> <li>Signage displayed to indicate the isolation area advising “no entry”.</li> <li>A record <b>MUST</b> be kept of everyone the person has been in contact with and monitor for 10 days.</li> <li>Free of soft furnishings</li> <li>Hand sanitiser available in room.</li> </ul> <p>If it is not possible to isolate individuals, they <b>MUST</b> be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>A face mask</li> </ul>	CD	1/9					

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 admin 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>If contact with the child is required then additional PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Disposable Gloves</li> <li>• Disposable Apron</li> <li>• Fluid resistant surgical Face mask</li> </ul> <p>If there is a risk of fluids entering the eyes (e.g. coughing, spitting or vomiting), then the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Disposable Gloves</li> <li>• Disposable Apron</li> <li>• Fluid resistant surgical Face mask</li> <li>• Eye protection (e.g. face visor or goggles)</li> </ul> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&amp;S Team for assistance at <a href="mailto:hands@nottscg.gov.uk">hands@nottscg.gov.uk</a>.</p> <p>Government guidance issued for Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) is available at:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at:  <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via:  <a href="https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance">https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</a></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 admin 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>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 advised to do so by NHS Test and Trace.</p> <p>Everyone <b>MUST</b> wash hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> <li>• Away from pupils.</li> </ul>						
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance <b>MUST</b> be followed if staff become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough, or</li> <li>• A high temperature</li> <li>• Anosmia (loss of or change in normal sense of smell or taste)</li> </ul> <p>If staff feel unwell with the above symptoms during the school day they <b>MUST</b> go home.</p> <p>999 will be called in an emergency, if anyone is 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>	L	H	M	<p>NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms</p> <p>The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>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 (in which case they should arrange a test), or the individual subsequently tests positive or they have been requested to by the NHS Test and Trace.</p>	HU	1/9		L	M	L

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 admin 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>The area around the person with symptoms <b>MUST</b> be suitably cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance <b>MUST</b> be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>Placing in a plastic rubbish bag – tied when full.</li> <li>Plastic bag placed in a second bin bag and tied.</li> <li>Bins <b>MUST</b> be emptied regularly throughout the day.</li> <li>Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> <li>Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours.</li> </ul> <p>Follow NHS Test and Trace process.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>				<p>Everyone <b>MUST</b> wash hands thoroughly with soap and running water 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: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> <li>Fire risk</li> <li>Impede emergency exit routes</li> <li>Trip hazard.</li> <li>Away from pupils</li> </ul>							
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health protection team once aware of someone who has 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 10 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups <b>MUST</b> be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p>	L	L	L	<p>Contact information for local Public Health England health protection teams are available via: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via staff briefings.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via parent bulletins.</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> <li>Staff and pupils <b>MUST</b> not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>Book a test if displaying symptoms via: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> </ul>	CD	Sept 2020					

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 admin 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>The names or details of people with COVID-19 MUST not be shared unless essential 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> <p>If two or more confirmed cases are received within 10 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>				<ul style="list-style-type: none"> <li>•Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.</li> <li>•Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19.</li> </ul> <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> <li>•<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>•<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>•Ordered by phone NHS 119 (for those without access to the internet).</li> </ul> <p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> <li>•A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating.</li> <li>•A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 10 days.</li> </ul> <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> <li>•Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).</li> <li>•Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual.</li> <li>•Travelling in a small vehicle with an infected person.</li> </ul> <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<ul style="list-style-type: none"> <li>•An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>•A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or;</li> <li>•A worker dies as a result of occupational exposure to coronavirus.</li> </ul> <p>Before submitting the RIDDOR report please contact the H&amp;S Team for further advice and support via <a href="mailto:hands@nottsgov.uk">hands@nottsgov.uk</a>.</p>						
Risk of fire and delayed evacuation due to insufficient fire safety management	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) <b>MUST</b> be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors <b>MUST</b> not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building <b>MUST</b> be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via Email.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Consider the completion of a Fire drill where appropriate, record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) <b>MUST</b> be reviewed to ensure support can be provided to staff and pupils.</p>	L	H	M	<p>L Myers (ABM) will be responsible for reviewing the fire risk assessment.</p> <p>L Myers (ABM) will be responsible for updating any fire evacuation routes.</p> <p>L Myers (ABM) will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>SLT Duty Member will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>D Ager (SENDCo) will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</a></p>	LM/DA	1/9		L	M	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Contingency plans in place for alternative support for PEEPs due to staff absence.  Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.										
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	Adequate number of first aiders, emergency first aiders, available in school.  A specific needs assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.  Specific first aid needs 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.  Training issued and refreshed continually to first aiders.  First aid kits suitably stocked, located and checked routinely.  School awareness of method for contacting emergency services.	L	H	M	HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: <a href="https://www.hse.gov.uk/pubns/books/l74.htm">https://www.hse.gov.uk/pubns/books/l74.htm</a>  Advise issued by the HSE will be followed regarding the extension of first aid certification, available at: <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a>  Government guidance issued for first responders should be considered during first aid response, available at: <a href="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">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</a>  Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</a>  If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.  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 <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a> .  Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a>  HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a>	HU/DA	1/9		L	M	L



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 admin 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
						Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: <a href="https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance">https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</a>						
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.	Adequate supervision and awareness of pupil behaviours at all times.  Staff received Coping with Risky Behaviours (CRB) training as necessary.  Awareness of safeguarding pupils reporting procedures and designated safeguarding steams.  Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.	L	M	L	All incidents where staff experience violence, verbal abuse or aggression <b>MUST</b> be reported on Wellworker as "physical violence" or "verbal abuse or threat". Wellworker can be accessed via: <a href="https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true">https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true</a>	PAC	Ongoing		L	M	L
<b>Local/National Lockdowns</b>												
Local Lockdowns implemented	Staff and pupils may have limited access to education.	The academy will follow the Government's and DfE's Control Systems which were previously detailed below. CD/CH will monitor the relevant information sources to ensure compliance.  "Tier 1: Where local lockdowns apply, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. Tier 2: Rota System implemented alongside full time attendance for vulnerable students, children on key workers (these students can be integrated into rota groups where possible). The rota will span 2 weeks. Tier 3: Attendance Limited to vulnerable students, children of key workers and selected year groups. Tier 4: Attendance Limited to vulnerable students, children of key workers In the case of Tier's 2-4, remote education via teams will continue to students not in attendance on site."  During national lockdown, computer rooms may be used by bubbles in order to access live online lessons. Students will use consistent computers each day with their own headphone or those that are provided will be issued for the entire period of use.	L	L	L	RA and Fire Evacuation Plan will need reviewing in the event of implementation of tier 1-4 to ensure control measures are rigorous.	CD	Ongoing		L	L	L

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 Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/ warning and/or admin 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
<b>Computer Suites</b>												
Spread of Covid-19 Coronavirus	Staff and students may become infected with the virus through use of shared resources	Computer room usage limited wherever possible to subjects with specific need.  Consideration given to use of anti-viral detergent on contact points subject to faculties risk assessment, and COSHH assessment with data sheet available.  Sufficient time allowed between departure and arrivals of groups to allow for wiping down of contact points including keyboards, mice and surrounding tables.	L	L	L	Students to wash hands before and after use of facility.	TGN	Ongoing		L	L	L
<b>Break/Lunch</b>												
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for break times and lunch times <b>MUST</b> be reviewed to enable social distancing (e.g. stagger timings).	M	M	M	Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.	TKW	1/9		L	M	L
<b>National Government Guidelines</b>												
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, school based Union Reps, Academy Trust etc. via weekly meetings on Monday for school-based union reps, SLT and staff briefings and weekly governors bulletins.  Changes to school arrangements will be communicated to parents via Parent Bulletin  Changes to pupil arrangements / requirements to be communicated and reinforced via Principal / Teachers.	M	M	M	The principal will be responsible for checking government guidance daily. In their absence the CFOO will fulfil this role. Government COVID-19 guidance is available via; <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  Government guidance relating to schools and other educational settings is available via; <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>  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 and via email at <a href="mailto:dfe.coronavirushelpline@education.gov.uk">dfe.coronavirushelpline@education.gov.uk</a>	CH	Ongoing		L	M	L
<b>Pupils: (increased risk)</b>												
Pupils identified as at increased	Employees, pupils, contractors and visitors	From 1st August 2020 pupils who are deemed extremely clinically vulnerable can return to school.	L	M	L	Government guidance on shielding and protecting people defined on medial groups as extremely vulnerable is available via: <a href="https://www.gov.uk/government/publications/guidance-on-">https://www.gov.uk/government/publications/guidance-on-</a>	HU+All Staff	Ongoing		L	L	L

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 admin 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 and exposed to COVID-19.	may be exposed to COVID-19.	<p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>SENDCo to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p>				<p>shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Government guidance relating to the safe putting on and removal of PPE is available via: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&amp;S Team for assistance at <a href="mailto:hands@nottsc.gov.uk">hands@nottsc.gov.uk</a>.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: <a href="https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance">https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</a></p>						
<b>Staff: (increased risk)</b>												
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take.</p> <p>Employee's should talk to their line manager or HU about how they will be supported, including to work from home.</p>	L	M	L	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Government guidance on staying alert and safe (social distancing) is available via: <a href="https://www.gov.uk/government/publications/staying-alert-">https://www.gov.uk/government/publications/staying-alert-</a></p>	HU+All Staff	Ongoing		L	L	L

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 admin 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>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</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>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 <b>MUST</b> be documented within an individual risk assessment (for example expectant mothers).</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.</p>				<p>and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>If an employee is deemed vulnerable and required additional risk controls, then a specific individual risk assessment <b>MUST</b> be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> <li>•Age</li> <li>•Ethnicity</li> <li>•Sex</li> <li>•Underlying health conditions</li> <li>•Pregnancy</li> </ul> <p>Head Teachers <b>MUST</b> consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Both the SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</a></p> <p>Any individual risk assessments for staff <b>MUST</b> be completed in conjunction with the employee and manager.. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment <b>MUST</b> be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p>						

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 admin 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
<b>Staff/Pupils: (Living with...)</b>												
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.  Helen Upson (HR Manager) to monitor staff absence related to COVID-19.  Seek advice from your HR provision if required for staff absences.	L	L	L	NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a>	All Staff	Ongoing		L	L	L
<b>Lack of Supplies</b>												
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 <b>MUST</b> 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	L	M	K Whinfrey (Finance Assistant) will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.  K Whinfrey (Finance Assistant) 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 local authority via <a href="mailto:ppe@nottscc.gov.uk">ppe@nottscc.gov.uk</a> for assistance.  Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: <a href="https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance">https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</a>	K Whinfrey	1/9		M	L	L
<b>Engie</b>												
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).  Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.	L	M	L	C Turner (Office Manager) to review and implement adaptations to reception area.  S Lane (Engie Manager) to conduct contractor induction and maintain a record.  The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</a>	CT/SL	Ongoing		L	M	L

Hazards Considered <i>Step 1</i> (Clause 3.1)	Who might be harmed and how <i>Step 2</i> (Clause 3.2)	Existing Control Measures: <i>Step 3</i> (Clause 3.3)	Risk Rating			Further action <i>Step 3</i> Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/ warning and/or admin controls, (PPE as a last resort)	Actions <i>Step 4</i> (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Review reception area of school, including; <ul style="list-style-type: none"> <li>• Method of signing in</li> <li>• Maintenance of safeguarding controls / security</li> <li>• Physical barrier to protect those working in reception</li> <li>• Social distancing marking</li> <li>• Signage on gate / door advising of procedures</li> <li>• Inform of procedures via intercom</li> <li>• Frequent cleaning regime of hand contact points</li> <li>• Hand gel available</li> <li>• Drop box for parents to return letters and other items.</li> </ul> Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.  Contractor induction form (SR77) completed with 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.										
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) : Ongoing						
Assessors Signature: C d'Albuquerque		Date: 24 February 2021			Authorised By: C Horrocks			Date: 24 February 2021				

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

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