

# Coronavirus (Covid-19) Risk Assessment December 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 <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
<b>Asymptomatic Testing</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 once on the academy test site on our return in January 2022.</p> <p>Staff/Students will be provided home testing kits to continue twice weekly testing.</p> <p>Information will be shared with parents and staff promoting the benefits of test which remains voluntary.</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> <p>Visitors to the academy should be encouraged to take a lateral flow test prior to attending site.</p> <p>From Tuesday 14 December 2021 all contacts of a Covid 19 case identified by the NHS will be required to conduct daily contact tracing via a lateral flow test.</p>	L	L	L	<p>Consider students who receive consent from parents but do not attend first scheduled test.</p> <p>The Government plans to introduce daily contact testing as soon as possible as an alternative to self-isolation for contacts who are fully vaccinated or under the age of 18 years and 6 months.</p>	CD/KW	Dec 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	<p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Hand sanitiser to be used upon boarding and disembarking.</p>	M	M	M	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>	CD/KW	Dec 2021		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		
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	exposed to COVID-19.	Vehicles to be subject to increased cleaning.  Pupils (over the age of 11) to use face coverings, where appropriate  School transport drivers are NOT required to wear a face covering by law.  Staff to wear face coverings when unable to maintain social distancing in passenger facing roles e.g. supporting disabled passengers.				When reviewing transport arrangements: •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.  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>						
<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.	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.  All those within the school, including, teaching staff, support staff, pupils, visitors and contractors <b>MUST</b> follow current advice.  Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.  All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.  Staff to reinforce messages (to pupils and others) to; <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> </ul> Tissues provided in classrooms.  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.	M	M	M	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; <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> Staff to supervise pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.  Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly cleaning wipes.  Cleaning Staff (Engie) will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.	CD	Dec 2021		L	M	L

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		<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>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>						
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> <p>Make use of CO2 monitors to assist identifying poorly ventilated areas and report to CFOO</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>	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: <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>	CD	Dec 2021		L	M	L

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		<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>				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>						
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	Dec 2021		M	M	M
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 and Staff will be required to wear face coverings in all areas of the academy including classrooms and communal indoor areas of the academy including school corridors (and other communal spaces).</p> <p>Staff are not required to wear face coverings when teaching from the front of the classroom.</p> <p>Face coverings <b>MUST</b> 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>	L	L	L	<p>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></p> <p>Pupils provided with clear instructions regarding how to put on, remove, store and dispose of face coverings via tutorials, parent briefings and academy website.</p> <p>Staff provided with clear instructions regarding how to put on, remove, store and dispose of face coverings via staff briefings and academy website.</p>	CD	Dec 2021		L	L	L

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		<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>Staff reminded that the use of face visors or shields should not be worn as an alternative to face coverings.</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> <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>	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> <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 7 days (subject to negative lateral flow test results on days</p>	HU	Dec 2021		M	M	M

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		<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>1<sup>st</sup> Aid grab bag available with PPE inc. PPE usage instructions.</p>				<p>6 and 7) and should arrange a test to determine if they have COVID-19. 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>• 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> <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>	CD					

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						<p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&amp;S Team for assistance at <a href="mailto:hands@nottsc.gov.uk">hands@nottsc.gov.uk</a>.</p> <p>Government guidance issued for Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) is available at: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <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> <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.</p>						

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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> <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> </ul>	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 7 days (subject to negative lateral flow test results on days 6 and 7) and should arrange a test to determine if they have COVID-19.</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> <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>	HU	Dec 2021		L	M	L

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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>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>				<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 specified amount of time.</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 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>	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:  <ul style="list-style-type: none"> <li>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.</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> <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> <p>COVID-19 tests can be booked via the links below:  <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>	CD	Dec 2021					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>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 as required by the NHS 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.</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> <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@nottssc.gov.uk">hands@nottssc.gov.uk</a>.</p>						
Risk of fire and delayed evacuation due to insufficient	Staff, pupils, visitors, contractors and members of the public	Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.	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>	LM/DA	Dec 2021		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
fire safety management	may be subject to serious injury / death in the event of a fire.	<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. 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> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel <b>MUST</b> not be kept in cars due to fire risk in hot temperatures.</p>				<p>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>						
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	<p>Adequate number of first aiders, emergency first aiders, available in school.</p> <p>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.</p> <p>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.</p>	L	H	M	<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via:  <a href="https://www.hse.gov.uk/pubns/books/l74.htm">https://www.hse.gov.uk/pubns/books/l74.htm</a></p> <p>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></p> <p>Government guidance issued for first responders should be considered during first aid response, available at:  <a href="https://www.gov.uk/government/publications/novel-">https://www.gov.uk/government/publications/novel-</a></p>	HU/DA	Dec 2021		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
	incorrect first aid treatment.	<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>	L	M	L	<p><a href="https://www.nottscc.gov.uk/health-and-safety/risk-assessment">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></p> <p>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></p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&amp;S Team for assistance at <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.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>				L	M	L
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors /	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive	<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 teams.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.</p>	L	M	L	<p>All incidents where staff experience violence, verbal abuse or aggression <b>MUST</b> be reported on Wellworker as "physical violence" or "verbal abuse or threat". Wellworker can be accessed via: <a href="https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true">https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true</a></p>	PAC	Ongoing		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	
members of the public.	incidents occur.												
<b>Educational Visits</b>													
Attendance affected due to overseas visits	Staff and pupils may have limited access to education.	Consideration given to whether to go ahead with planned international educational visits at this time.	L	L	L		CD	Ongoing			L	L	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.  From 13 December office workers who can work from home should do so. Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.	L	L	L	RA and Fire Evacuation Plan may need reviewing in the event of implementation of local or national lockdowns	CD	Ongoing			L	L	L
<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 reviewed to ensure good hand hygiene, areas well ventilated etc.	M	M	M	Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.	TKW	Dec 2021			L	M	L
<b>National Government Guidelines</b>													
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be	Daily checks are made with the Government online guidance.  Government guidance may be issued overnight, checks must be made prior to opening each day.	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>	CH	Ongoing			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
	exposed to COVID-19.	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.				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:dfecoronavirushelpline@education.gov.uk">dfecoronavirushelpline@education.gov.uk</a>						
<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	Dec 2021		M	L	L

Engie

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
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> <li>• Method of signing in</li> <li>• Maintenance of safeguarding controls / security</li> <li>• Physical barrier to protect those working in reception</li> <li>• Social distancing marking</li> <li>• Signage on gate / door advising of procedures</li> <li>• 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> <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p> <p>Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.</p>	L	M	L	<p>C Turner (Office Manager) to review and implement adaptations to reception area.</p> <p>S Lane (Engie Manager) to conduct contractor induction and maintain a record.</p> <p>The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at:  <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</a></p>	CT/SL	Ongoing		L	M	L
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: 10 December 2021	Authorised By: C Horrocks			Date: 10 December 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 (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	
<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.

Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident								
Review Date	Comments/Amendments	Reviewed By	Signature		Review Date	Comments/Amendments	Reviewed By	Signature
10/12/2021	Reviewed following PM's announcement on moving to 'Plan B'	C d'Albuquerque	C. d'Albuquerque		Click or tap to enter a date.			
14/01/2022	Removed reference to new variance; updated guidance on isolation periods and face coverings	C d'Albuquerque	C. d'Albuquerque		Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			