

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

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
Site Address/Location:	Toot Hill School, The Bank, Bingham, Nottingham, NG13 8BL	Department/Service/Team:	Whole school
Note: A person specific assessment MUST be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated daily through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via Email, Staff briefings (Virtual) and meetings in Departments through teams.</p> <p>Changes to school arrangements will be communicated to parents via Email and the school website.</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p>				<p>Dr Chris Eardley (Head of School) will be responsible for checking government guidance daily. In their absence Tom Garner (Deputy Head) and the Business and Operations Manager (Lisa Hackett) will fulfil this role. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronaviruses-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687</p> <p>Support also obtained through the wider Trust networks as necessary including Central HR and Operations.</p> <p>The Business and Operations Manager will be the Designated Covid Officer (DCO) for the School. The DCO will have responsibility, in conjunction with the Head of School, to ensure Covid procedures and</p>	Head of School / Senior Deputy Head of School	All Daily	Immediate and On-Going			
						<p>EAR BOM (Support Staff) CP (Governors) JGR (Pastoral)</p>						
						BOM	Immediate	On-going				

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						compliance are will ensure the Risk Assessment is update as necessary.						
Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1st August 2020 pupils who are deemed extremely clinically vulnerable can return to school.</p> <p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Jen Gray (Pastoral Lead) and Rachel Brentley (SENDCO) to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p>				<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</p> <p>If the need for PPE/RPE is required, then staff will receive appropriate resources to allow them to put on PPE in the correct way.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronaviruses-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans. Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only. Updated health care plans to be signed by parent / carer. Additional Risk Assessment to be put in place for children if deemed necessary.</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>	JGR / RBR	Immediate	On-going			
							RBR / CAdb	Immediate	On-going			
							RBR / CAdb	Immediate	On-Going			
							CAdb and student services	Immediate	On-going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating																				
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating																		
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1st August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace.</p> <p>Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Where an employee raises concerns, the School will discuss these in detail with the individual to consider the options available around their working practice. School may seek to implement additional control measures for that individual where necessary.</p> <p>Until Inset week, there will be regular communication with staff working from home for those who work during the Summer weeks. Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of staff attending school MUST be documented within an individual risk assessment (for example expectant mothers).</p> <p>Pregnant women up to 27 weeks are expected to return to work</p>				<p>Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance for staying alert and safe (social distancing) is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>If an employee is deemed vulnerable and requires additional risk controls, then a specific individual risk assessment MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:-</p> <ul style="list-style-type: none"> • Age • Ethnicity • Underlying health conditions • Pregnancy <p>Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The Toot Hill new and expectant mothers at work checklist can be found on the NOVA portal.</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and</p>	NOVA HR/ BOM	Immediate	Completed				NOVA HR/ BOM	Immediate	Prior to September				BOM	Immediate	On-Going				BOM / R Scott	As Requested	By Sept			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		with a completed risk assessment. Those who are 28+ weeks are to work from home. This will be updated as guidance changes.				manager. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.	BOM / R Scott	Immediate	On-going			
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. Individuals instructed they MUST remain at home. Lisa Hackett (Business Manager), together with the Trust HR lead, to monitor staff absence related to COVID-19. Seek advice from Trust HR provision if required for staff absences.				NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/ Appropriate self-isolation note to be obtained through https://111.nhs.uk/isolation-note/. The Trust's guidance is as follows:- If you present with symptoms, or anybody living in your household does, you must follow the following steps: 1) Inform your employer 2) Request a test (Tests can be requested from the following link: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) 3) Follow the self-isolation guidance 4) Inform your employer of the outcome of your test If you or someone you live with has symptoms of coronavirus:- do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask someone to deliver it to your home do not have visitors in your home – including friends and family do any exercise at home – you can use your garden if you have one How long to self-isolate	LHA / Nova HR Manager BOM / Nova HR Manager	Immediate and On-Going Immediate and On-Going	Remains On-Going Remains On-Going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>If you have symptoms of coronavirus, self-isolate for 7 days. After 7 days:</p> <p>if you do not have a high temperature, you can stop self-isolating and return to work if required</p> <p>if you still have a high temperature, keep self-isolating until your temperature returns to normal</p> <p>you do not need to keep self-isolating if you just have a cough after 7 days. A cough can last for weeks after the infection has gone</p> <p>If you live with someone who has symptoms, self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear. 3</p> <p>If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.</p> <p>If you get symptoms while self-isolating – you should self-isolate for 7 days from when your symptoms started, even if it means you are self-isolating for longer than 14 days.</p> <p>If you do not get symptoms while self-isolating – you can stop self-isolating after 14 days.</p>						
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The Government stay at home guidance MUST be followed if pupils become unwell with:-</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • A loss of or change in their normal sense of taste or smell (anosmia) <p>Symptomatic child will be moved to the School's Medical Isolation Room which is used as the</p>				<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via Emails, Head of school Briefings and meetings through TEAMS. Health and safety and operation training will also be carried out with all staff when they return during Inset week which is a compulsory requirement.</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 14 days from when the symptomatic individual first had</p>						

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>isolation area until parent arrives for collection. Suitable PPE MUST be worn with a symptomatic student at all times regardless of whether social distancing can or cannot be observed. This includes disposable gloves, disposable face mask, visor and disposable apron.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the pupil with symptoms MUST be cleaned, in line with the School's Covid specific cleaning regime, after they have left to reduce the risk of passing the infection to other people. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:-</p>				<p>symptoms. The government stay at home guidance is available at:</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>The Site Manager will be responsible for setting up the isolation area and the H&S Officer responsible for checking in line with Government and Nova guidance. The following elements MUST be included (wherever possible):-</p> <ul style="list-style-type: none"> • A room with a door that can be closed • Supervision provided for pupil(s) in the isolation area. • A window available and opened for ventilation. • Access to a separate bathroom (in case needed whilst awaiting collection). • An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage displayed to indicate the isolation area. • A record MUST be kept of everyone the person has been in contact with and monitored for 14 days. <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>Symptomatic child will be moved to the School's Medical Isolation Room which is used as the isolation area until parent arrives, suitable PPE MUST be worn with a symptomatic student at all times regardless of whether social distancing can or cannot be observed.</p> <p>Staff responsible for the use of the MIR will receive appropriate resources in its use and the use of PPE.</p>	<p>All Cleaning responsibilities outlined in Risk Assessment are the responsibility of the Site Manager and Cleaning Supervisor</p>	<p>Immediate and On-Going</p>	<p>Remains On-Going</p>			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Plastic bag placed in a second bin bag and tied. Bins MUST be emptied regularly throughout the day <p>Stored for at least 72 hours, or until a negative test is recorded (whichever is sooner), in the unused office opposite Student Services, before it can be placed in normal waste disposal facilities. A log will be kept to ensure it is disposed of appropriately.</p> <p>Follow NHS Test and Trace process.</p> <p>Where there are multiple presentations of a case at any one time, and the MIR is already in use, a suitably ventilated area within school shall be used where all of the above conditions shall apply and be adhered to.</p>				<p>Staff responsible for cleaning the MIR must wear PPE during deep clean.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottsc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards such as:-</p> <ul style="list-style-type: none"> Fire risk Impede emergency exit routes Trip hazard Away from pupils <p>MIR Protocol implemented and observed by those facilitating the area.</p>	Cleaning Supervisor	Immediate and On-Going	Remains On-Going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
							BOM / Student Services Manager	Immediate and On-Going	Remains On-Going			
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 MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • A loss of or change in normal sense of smell <p>If staff feel unwell with the above symptoms during the school day they MUST go home and arrange a test.</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 MUST be cleaned, in line with the School's Covid specific cleaning regime, after they have left to reduce the risk of passing the infection to other people. The Government guidance MUST be followed for cleaning non-healthcare settings.</p>				<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</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 14 days from when the symptomatic individual first had symptoms.</p> <p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:-</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard • Away from pupils 	All Cleaning responsibilities outlined in Risk Assessment are the responsibility	Immediate and On-Going	Remains On-Going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating			
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating	
		<p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:-</p> <ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Plastic bag placed in a second bin bag and tied. Bins MUST be emptied regularly throughout the day <p>Stored for at least 72 hours, or until a negative test is recorded (whichever is sooner), in the unused office opposite Student Services, before it can be placed in normal waste disposal facilities. A log will be kept to ensure it is disposed of appropriately.</p> <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>					of the Site Manager and Cleaning Supervisor						
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>Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via induction session during Inset week.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow</p>	SLT	Immediate and On-Going	September				

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>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 14 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups MUST be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p> <p>The names or details of people with COVID-19 MUST not be shared unless 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 14 days, or an overall rise in sickness</p>				<p>requirements via wider School communications as School re-opens.</p> <p>The NHS Test and Trace process includes:-</p> <ul style="list-style-type: none"> Staff and pupils MUST not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>COVID-19 tests can be booked via the links below:-</p> <ul style="list-style-type: none"> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Ordered by phone NHS 119 (for those without access to the internet). <p>On receiving test results the following action must be taken:-</p> <ul style="list-style-type: none"> A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating. A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 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 	Student Services	When necessary	On-Going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak. Develop contingency plans for possible local outbreaks.				<p>temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>To assist with the NHS Test and Trace Process, close contact means:-</p> <ul style="list-style-type: none"> • Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). • Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle with an infected person. <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <ul style="list-style-type: none"> • An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. • A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or; • A worker dies as a result of occupational exposure to coronavirus. <p>Before submitting the RIDDOR report, the Chief Operations Officer for the Trust must be informed.</p> <p>Where required, the H&S Team at NCC may be contacted for further advice and support via hands@nottscc.gov.uk.</p>	BOM	When necessary	On-Going			
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 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;						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. one way systems, hand sanitising stations and for parents and visitors on arrival to site and when leaving. The sign in system will make provision to obtain visitors' contact information for test and trace purposes.</p> <p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day and hand sanitising stations will be located at all entry and exit points of the building.</p> <p>Hand sanitiser will be provided to all pupils and staff on a daily basis which they are able to use freely. This will be in fixed locations.</p> <p>Classroom and office windows and doors to be left open where possible to ensure as much circulation of air as possible. For the avoidance of doubt this MUST not apply to any fire doors which are used for fire containment.</p> <p>Staff to reinforce messages (to pupils and others) to:-</p> <ul style="list-style-type: none"> Avoid touching eyes, nose and mouth with unwashed hands. 				<ul style="list-style-type: none"> After breaks / sporting activities When changing rooms Before food preparation When changing rooms Before and after eating any food (inc. snacks) Before leaving school <p>Cleaning Supervisor will be responsible for checking stocks of soap and hand drying facilities throughout each day. Daytime staff, in particular those on the cleaning rota, to report any issues.</p> <p>Government guidance relating to reopening schools, https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> Sitting children side by side at desks facing forward that are spaced apart, where practicable Ensuring everyone queues and eats within their bubbles Keeping apart when in the playground or doing any physical exercise Visiting the toilet one after the other Staggering break times Putting guidelines on the floor in corridors Avoiding unnecessary staff gatherings. <p>Tissues to be made available for all classrooms in use and readily available throughout the site.</p> <p>All classrooms will be provided with a 'teacher pack' to allow any member of staff to wipe down surfaces as they see fit to do so. For the avoidance of doubt, it is not a mandatory requirement that staff use this however the provision will be made available.</p> <p>Wall mount hand sanitiser units will be located on all entrances / exit points to site, in all entrances / exits to blocks and on all classrooms where pupils enter from the external door. They will also be available in</p>	<p>BOM / Site Manager</p> <p>Cleaning Supervisor</p> <p>Site Manager and Cleaning Supervisor</p>	<p>Immediate and On-Going</p> <p>Immediate</p> <p>Immediate and On-Going</p>	<p>Sept 2020</p> <p>Remains On-Going</p> <p>Remains On-Going</p>			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Wash hands immediately after doing so.</p> <ul style="list-style-type: none"> Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, putting tissue in the bin and washing hands. <p>Tissues will be available in classrooms and bins to dispose of.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire.</p>				<p>all communal areas such as Reception, Student Services and staff areas.</p> <p>Alcohol free hand sanitiser to be used widely across the School and specifically for pupil use to remove any concern around alcohol based sanitisers. Alcohol based sanitisers will only be used for visitor entrances or for staff.</p> <p>Pupils will be put into bubbles via their year groups to limit 'cross-contamination' between those bubbles.</p> <p>Pupils will be provided with different ties, per year group, so they can easily identify between themselves where they should socially distance from each other when on site and moving between classes. This will also allow staff to better identify between the groups.</p> <p>Where pupils arrive in PE kit and are therefore not able to wear a tie, they will be provided with a wristband to be worn at all times on their bag so they can be easily identified what year group they are in and to allow for better social distancing between pupils.</p> <p>Buses will provide designated areas for year groups and staggered start and home times.</p> <p>Timetable will be adjusted to allow for staggered start and finish time to allow pupils to come into School in phases. This will be communicated in advance to parents / carers.</p> <p>Canteen area will be split to allow for social distancing between bubbles. KS3 lunch will be split into two year groups with the addition of year 10 being moved to the KS3 break and lunch to ease numbers during unstructured time. KS4 will continue to be split into two year groups over break and lunch. Each year group will be provided with a designated in and out entrance of the canteen. For the avoidance of doubt, bubbles will not mix at any point during break / lunch. Each year group will be designated a specific servery and till location. All food will be provided in disposable containers with disposable cutlery. Canteen staff, including Middays will be provided with appropriate PPE include Visors, Gloves and</p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>Disposable aprons. The use of tables are permitted but only on the basis that pupils facing forward and are not facing each other. This will be supervised by duty staff.</p> <p>Assemblies and staff briefings can no longer be held until further notice.</p> <p>Zoono (https://zoono.co.uk/) to be used in addition to Eliminator Max across all areas in School including classrooms and communal areas. This polymer based product is to enhance the cleaning regime in School by attaching to surfaces for longer and therefore providing an added layer of protection from coronavirus. COSHH assessment and MSDS sheets are available.</p> <p>Flu vaccine offered to all School staff, and encouraged, as part of the yearly vaccination programme.</p>						
Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Social distancing will be maintained wherever possible between bubbles. Ties and wristbands will be provided to year groups so they are able to distinguish between bubbles and to know who to socially distance from. Pupils will remain within their bubbles in classrooms but be spaced apart.</p> <p>Staff to remain 2m distance from pupils and classrooms to be set up with a 2m marker so both staff and pupils are aware of the distancing protocols which should be observed. Markers are also set along the first row of desks.</p> <p>Year groups will be taught in bubbles which are reserved for them in the main. Where there are lessons requiring a changeover in year group,</p>				<p>Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (particularly with younger pupils or pupils with complex needs), however, adults MUST do this when circumstances allow.</p> <p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone. Office spaces to be reviewed to allow for 2m distancing or 1m+ with risk mitigation.</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 is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group or cover lessons if working under the direction of qualified or nominated teacher.</p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>provision will be made within our new cleaning regimes.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. 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 and behind the 2m marker.</p> <p>With the use of Zoono School wide, children will rotate across classrooms throughout the day with teachers remaining, in the main, in their designated classroom. For the avoidance of doubt, children will not mix bubbles in either the same classroom or communal space at the same time. A year group will leave their allocated classroom / area and another year group will not enter until they have left.</p> <p>Pupils to be seated side by side facing forwards.</p>				<p>If moving furniture to create more space in classrooms, ensure that this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual and follow School protocols.</p> <p>Communal spaces for staff to be reviewed and additional locations to be made available for staff with appropriate seating to allow for social distancing.</p> <p>Kitchen facilities can be made available for staff but under instruction to wash hands before and after use or use hand sanitiser. Staff must not be encouraged to gather, even in small groups whilst eating lunch.</p>						
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Cleaning regime reviewed to provide extra attention to hand contact points, hard surfaces, banister rails and toilet spaces are cleaned throughout the school day with touch points, including toilets seats cleaned every hour where possible.				<p>The Site Manager will be responsible for checking stock of cleaning products and resources.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	Site Manager / Cleaning Supervisor	Immediate	On-going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Fire doors MUST not be propped open where they are to aid fire containment.</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Internal in day cleaning regimes to focus on touch points during the school day.</p> <p>The risks from any hazardous substances used for cleaning MUST be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Cleaning supplies for School centrally procured with product information sheets provided.</p>				<p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</p> <p>NOVA Education Trust –have added additional guidance on COVID-19 H & V and will be followed to ensure appropriate implementation within School.</p> <p>Review of October half term timetable to allow for appropriate cleaning regimes where there is a crossover of bubbles in classrooms. Zoono (https://zoono.co.uk/) to be used in addition to Eliminator Max across all areas in School including classrooms and communal areas. This polymer based product is to enhance the cleaning regime in School by attaching to surfaces for longer and therefore providing an added layer of protection from coronavirus. COSHH assessment and MSDS sheets are available.</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>Daytime cleaners to be provided with facemasks. After School cleaners are not required to wear face masks unless they request to do so.</p> <p>Where there may be a Covid outbreak within School, an electrostatic fogging machine will be made available by the Trust and can be accessed upon request.</p> <p>The management of COVID is more effective in spaces where there are clear surfaces that are easy to clean. All classrooms should be cleared in preparation for September opening. This includes</p>	<p>Site Manager / TGR</p> <p>Cleaning Team</p> <p>RS</p> <p>Site Manager / Cleaning Supervisor / RS</p> <p>Central Team</p> <p>Central Team</p> <p>All Staff</p>	<p>Immediate</p> <p>Immediate and On-Going</p> <p>12 June 2020</p> <p>August</p> <p>September</p> <p>As required</p> <p>Inset</p>	<p>On-going</p> <p>Remains On-Going</p> <p>12 June 2020</p> <p>Before September</p> <p>1 September</p> <p>On-Going</p> <p>By 1 September</p>			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						(but is not limited to) text books, exercise books, other curriculum materials and the general items which may gather in the corners of classrooms and on top of cupboards.						
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Review the school timetable:</p> <ul style="list-style-type: none"> Decide which lessons or activities will be delivered Use timetable and selection of classrooms or other learning environments to reduce movement around school Consider supplementing remote education in secondary schools and colleges with face to face support <p>Specific consideration MUST be given to the effect of school closures and working within D&T and Science.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups.</p> <p>Staff and pupils to avoid bringing additional items from home into school unless absolutely</p>				<p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</p> <p>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via: http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</p> <p>Replace any shared cups with disposable cups and encourage parents to provide water bottles for children.</p> <p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils to have own equipment which remains with them. Storage of these items can be placed on the desk in individual trays.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Cleaning and rotation of items to be followed.</p> <p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>PE Curriculum reviewed and based on latest Government guidance. Protocols with the Leisure Centre also reviewed and social distancing / bubble measures implemented. Cleaning regimes to include Zoono in these areas. Leisure Centre to support the cleaning of Joint use areas. Separate Risk assessment in place specific to PE.</p>	TGR /ACK	Immediate	On going			
							EAR/HOD DT	Immediate	On going			
							AHL / DR	Immediate	On Going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>necessary. Such items (if required) to be cleaned before being distributed.</p> <p>It is recommended that pupils to have their own equipment provided and remain with this equipment. For example; pens, books, glue sticks, laptops / tablets. Items to be cleaned frequently.</p> <p>Classroom resources (e.g. books etc.) can be used and shared within a group. These should be cleaned regularly or put into quarantine for 72 hours.</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>Pupils to work in as small groups as possible.</p> <p>When working inside, pupils should be in groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance wherever possible.</p>										

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
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.</p> <p>Implement additional actions to reduce risk, including:-</p> <ul style="list-style-type: none"> Physical distancing between individuals. Position pupils back-to-back or side-to-side. Do not share instruments. Ensure good ventilation. Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies. <p>Physical education, sport and physical activity can be provided within current control measures. The following must be considered:-</p> <ul style="list-style-type: none"> Pupils to be kept in consistent groups for sporting activities. Sports equipment to be cleaned between each use by different groups. Contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces where it is not, maximising distancing between pupils and paying 				<p>If using external contractors to support activities, ensure that risk controls and arrangements are formally communicated. Where appropriate request a copy of their own risk assessment.</p> <p>Leisure Centre to be used to support the PE curriculum and to allow for greater use of large spaces available to School which are well ventilated. Air Conditioning systems to only be used where they service one area only and do not service multiple spaces.</p> <p>Specific entrances to be used for year group bubbles and effectively signposted for pupils.</p>	CHA BPR	Immediate Immediate	On going On going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>scrupulous attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> External facilities can be used in line with government guidance including transport to and from such facilities. External coaches, clubs and organisations can be used for curricular and extra-curricular activities. 										
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques and emphasise the message through signage around School in prominent locations.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> On arrival Before / after break Before / after lunch Before leaving school <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands <p>Behaviour policy to be implemented where appropriate.</p>				<p>Consider implications on the behaviour policy and review as necessary.</p> <p>Fixed hand sanitiser stations to be installed in the following locations:-</p> <ol style="list-style-type: none"> All main entrances / exits into and out of School All entrances / exits to blocks within School Prominent external walkways Within all classrooms where children enter via an external door Within all communal areas used by staff <p>BE SMART, STAY APART message to be promoted around School including the year group ties</p>	JRG/MOD	Immediate	On going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<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>Arrangements for break times and lunch times MUST be reviewed to enable social distancing (e.g. stagger timings).</p> <p>Arrangements for the movement of pupils around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p> <p>Consider one-way circulation around the building.</p> <p>Rooms to be accessed directly from outside where possible.</p>				<p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day. This information to be provided to parents prior to school reoccupation.</p> <p>Staff welfare and breaks considered. Arrangements in place to ensure a suitable rest area for staff with social distancing of 2m or 1m+ with risk mitigation.</p> <p>Break times and lunch times to allow for pupils to enter the canteen and in their designated areas by bubbles only – there will be no crossover of bubbles in the designated areas.</p> <p>External and internal one way systems to be implemented and communicated to all staff and pupils to ensure they are fully aware of how they move around the site.</p> <p>School Assemblies and Staff Briefings to cease until further notice.</p> <p>Staff spaces will be reviewed and social distancing of 2m or 1m+ with risk mitigation will be implemented.</p> <p>Effective site Supervision during breaks and lunch times to ensure large groups do not congregate</p>	Site Manager	Immediate	September 2020			
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 designated year group.</p>				<p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> Encourage parents, children and young people to walk or cycle to their education setting where possible. 	MOD / KP	Immediate	On-Going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Hand sanitiser to be used upon boarding and disembarking.</p> <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>				<ul style="list-style-type: none"> 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. <p>Consider staggered start times for those using wider public transport to avoid travel outside of peak hours.</p> <p>Risk Assessment to be obtained from transport providers as required.</p> <p>Lidded bins to be provided on all entrances to School to allow the disposal of disposable masks. Reusable masks to be put into a clear plastic, sealable bag. Staff and pupils are not to enter site wearing a mask or around their neck.</p>	<p>KP</p> <p>Site Manager</p>	<p>Immediate</p> <p>Immediate</p>	<p>September 2020</p> <p>September 2020</p>			
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.	<p>Local supply chains MUST be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to reopening.</p> <p>Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service.</p> <p>Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and</p>				<p>Site Manager, who may delegate, will be responsible for checking stocks of cleaning materials and hygiene products throughout the day and restocking and reordering.</p> <p>Student Services Manager will be responsible for checking stocks of PPE and for ordering and restocking.</p> <p>Where there is an unmet urgent need for PPE contact will be made with the Chief Operations Officer of the Trust.</p>	<p>Site Manager</p> <p>Site Manager</p>	<p>Immediate and On-Going</p> <p>Immediate and On-Going</p>	<p>Remains On-Going</p> <p>Remains On-Going</p>			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>hygiene products to operate safely.</p> <p>Bulk stock ordered by School prior to closure meaning School already had a minimum of one month's supply of cleaning materials.</p> <p>PPE and supplies also to be called off through the Trust's procurement.</p> <p>Stock levels to be checked weekly to ensure the School continuously has at least one months' supply onsite at all times.</p>					Site Manager Cleaning Supervisor	Immediate and On-Going	Remains On-Going			
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. Visits by parents will be appointment based only.</p> <p>Advance communication to be sent to parents, in advance of reoccupation, about new protocols in relation to visiting school, including minimising visits to school / contact with reception and use of alternative means i.e. phone, email.</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>Key procedures for working in the school environment and COVID-19 controls discussed</p>				<p>Lisa Hackett (Business Manager) with Deb Mason (Office Manager) to review and implement adaptations to reception area.</p> <p>Simone Cudmore (Site Manager) to conduct contractor induction and maintain a record. All visitors required to provide their contact details, for test and trace purposes when signing in.</p> <p>The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</p> <p>Staff responsible for receiving deliveries to maintain quarantine system where items are stored securely for a period of 24 hours or more before being</p>	<p>EAR</p> <p>Site Manager</p> <p>Site Manager</p> <p>Site Manager / Site Supervisor</p>	<p>Immediate and On-Going</p> <p>Immediate and On-Going</p> <p>Week ending 19 June 2020</p> <p>Immediate and On-Going</p>	<p>On going</p> <p>Remains On-Going</p> <p>Remains On-Going</p> <p>9 June 2020</p>			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		with visitors / contractors on arrival. Signing in procedures to include the contact details of individuals for NHS Test and Trace purposes.				distributed around the school. Hands should be washed immediately after accepting any deliveries. Provide hand sanitising stations at all touch screen points for signing in purposes. Review reception area of school, including; <ul style="list-style-type: none"> Method of signing in Maintenance of safeguarding controls / security Physical barrier to protect those working in reception Social distancing marking and 'wait here' signage Signage on gate / door advising of procedures Frequent cleaning regime of hand contact points Hand gel available Drop box for parents to return letters and other items. 24 hour quarantine of post items 	Cleaning Supervisor BOM / DMA	Immediate and On-Going Immediate	5 June 2020 5 June 2020			
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it. Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc. Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).				Chris Eardley (Senior Deputy Head Teacher) along with Lisa Hackett (Business Manager) will be responsible for reviewing the fire risk assessment. Simon Allan (Fire Officer) will be responsible for updating any fire evacuation routes. Chris Eardley (Senior Deputy Head Teacher), Lisa Hackett (Business Manager) and Simon Allan (Fire Officer) will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book. Simon Allan (Fire Officer) along with Edward Turns (Senior Site Team) Gary Turns (Site Team) will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear. Rebecca Scott (Health and Safety Officer) will be responsible for reviewing PEEPs regularly and amending support plans as required.	EAR / BOM / SA SA	Week ending 19 June 2020 Immediate and On-Going	19 June 2020 Remains On-Going			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Fire doors MUST not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via email and Health and safety training.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.</p>				<p>Blank PEEPs are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</p> <p>The fire safety log is accessible via the Nova portal.</p> <p>Fire drill to be completed on first day of re-occupation and a record maintained in the fire log book, via the Nova portal.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils.</p> <p>Implement PEEP for those who may be in the Medical Isolation Room at the point of an emergency evacuation to include detail of how this will be managed.</p>	SLT	Immediate and On-Going	Remains On-Going			
Inadequate first aid provision in school, specifically relating to Covid 19.	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.	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p>				<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via:</p>	RS / Student Services	Week ending 19 June 2020	12 June 2020			
						RS/CADb	Immediate	September 2020				

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely by Student Services team</p> <p>First Aid Room to be separate to that of the Medical Isolation Room.</p> <p>School awareness of method for contacting emergency services.</p>				<p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronaviruses-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Mandatory requirement for any member of staff administering first aid to use PPE including disposable gloves and face mask. Provision to be made for areas in school where PPE is required.</p>	Student Services	Week ending 19 June 2020	12 June 2020			
						KP	Immediate	September 2020				
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public as a result of Covid 19.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff received Coping with Risky Behaviours (CRB) training as necessary.</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.</p>				<p>All incidents where staff experience violence, verbal abuse or aggression MUST be reported on Wellworker as "physical violence" or "verbal abuse or threat". Wellworker can be accessed via: https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true</p> <p>Additional duty staff to be used around School site in line with supervision requirements, and appropriate training to be provide for those new to the duty system.</p>	JGR / MOD	Immediate and On-Going	Remains On-Going			
						TGR	Immediate	September 2020				

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
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):						
Assessors Signature:			Date:		Authorised By:				Date:			

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

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