

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

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
Site Address/Location:	The Harlow Academy, Nottingham Road, Mansfield NG185BA	Department/Service/Team:	Whole School
Note: A person specific assessment has been carried out for young persons, pregnant women and nursing mothers. See individual pupil risk assessments, staff risk assessments & BAME risk assessments See ongoing weekly risk assessment review			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Daily checks are made with the Government online guidance. Government guidance may be issued overnight, checks must be made prior to opening each day. Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via email, staff meetings or phone call Changes to school arrangements will be	Yellow	Red	Red	Jan Collins will be responsible for checking government guidance daily. In her absence Anita Buffrey will fulfil this role. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus	JC	IMM	Ongoing	Green	Red	Yellow
						Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	JC	IMM	Ongoing			
						Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 Dfe.coronavirushelpline@education.gov.uk	JC	IMM	Ongoing			
						School specific Covid 19 risk assessment in place.	SLT	IMM	Ongoing			
						Pupil specific Covid 19 risk assessments in place.	AB	IMM	Ongoing			

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 <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		
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		<p>communicated to parents via ParentMail & telephone</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head of school / Teachers.</p>	Yellow	Red	Red				Green	Red	Yellow	
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. Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Anita Buffrey or delegated member/s of staff to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p>	Yellow	Red	Red	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	JC	IMM	Ongoing	Green	Red	Yellow
						JC	IMM	Ongoing				
						JC	IMM	Ongoing				
						JC	IMM	Ongoing				
						JC	IMM	Ongoing				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p>	Yellow	Red	Red	<p>Most pupils needing this level of intervention have been red rag rated & will not be in school for a considerable amount of time. This will be addressed when individual pupils arrive in school.</p>	JC/AB	IMM	Ongoing	Green	Red	Yellow
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 05.01.2021 employees who are deemed CEV are advised not to return to the workplace.</p> <p>Employees who are CEV must take extra care to maintain social distancing and maintain good hand hygiene. Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Regular communication with staff working from home.</p>	Yellow	Red	Red	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance on staying alert and safe (social distancing) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</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>	AB	IMM	Ongoing	Green	Red	Yellow
							AB	IMM	Ongoing	Green	Red	Yellow
							AB	IMM	Ongoing	Green	Red	Yellow
							AB	IMM	Ongoing	Green	Red	Yellow

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Staff must not be disadvantaged by not being present on site.</p> <p>Consider if vulnerable employees can continue working from home.</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>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> • Age • Ethnicity • Sex • Underlying health conditions • Pregnancy <p>IEHT MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Both the SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p>	DC	IMM	Ongoing			
						DC	IMM	Ongoing				
						AB	IMM	Ongoing				
						AB	IMM	Ongoing				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
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. Anita Buffrey to monitor staff absence related to COVID-19. Seek advice from your HR provision if required for staff absences.	Yellow	Red	Red	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/ Individual risk assessments completed.	AB, Parents and Staff AB	IMM IMM	Ongoing Ongoing	Green	Red	Yellow
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in pupils. The Government stay at home guidance MUST be followed if pupils become unwell with; <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature or; • A loss of or change in their normal sense of taste or smell (anosmia). Symptomatic child will be moved to Omni Room which is used as the isolation area until parent or carer arrives for collection, suitable PPE MUST be worn with a symptomatic student.	Yellow	Red	Red	NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/ Staff to be informed/ reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via email, staff meetings, phone calls. Parents provided with information about key symptoms via ParentMail and Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice. Symptomatic individuals must self-isolate for at least 7 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at:	Teacher in Charge, SLT and GM SLT SLT	IMM IMM IMM	Ongoing Ongoing Ongoing	Green	Red	Yellow

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Staff supervising pupils in isolation area MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE MUST be worn.</p> <p>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>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected and then isolated for 72 hours. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths,</p>	Yellow	Red	Red	<p>Glenn McPherson, Site Manager, will be responsible for setting up the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> • A room with a door that can be closed • Supervision provided for pupil(s) in the isolation area. • 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 advising “no entry”. • A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • A fluid-resistant surgical face mask <p>If contact with the child is required, then additional the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable apron • Fluid-resistant surgical face mask 	GM	IMM	Ongoing	Green	Red	Yellow
						JC	IMM	Ongoing				
						Teacher in Charge	IMM	Ongoing				
						JC	IMM	Ongoing				
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		disposable gloves) used during suspected COVID-19 cases MUST be managed by: <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 Placed in a suitable and secure place and marked for storage until the individual test results are known. Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours. Follow NHS Test and Trace Process				If there is a risk of fluids entering the eye splashing to the eyes (e.g. coughing, spitting or vomiting), then additional the following PPE MUST be worn: <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask Eye protection (e.g. face visor or goggles) If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk . Government guidance issued for Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) is available at: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 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 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.	JC	IMM	Ongoing			
						JC	IMM	Ongoing				
						JC/SAH	IMM	Ongoing				
						JC/SAH	IMM	Ongoing				
						All staff	IMM	Ongoing				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
			Yellow	Red	Red	<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:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. • Away from pupils 	All staff, Pupils, Visitors, Contractors GM	IMM IMM	Ongoing Ongoing	Green	Red	Yellow
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, or • A high temperature • A loss of or change in their normal sense of taste or smell (anosmia). <p>If staff feel unwell with the above symptoms during the school day they MUST go home.</p>	Yellow	Red	Red	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Symptomatic individuals must self-isolate for at least 7 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Staff who have supported colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p>	Staff Staff All staff	IMM IMM IMM	Ongoing Ongoing Ongoing	Green	Red	Yellow

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<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 with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings MUST be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Plastic bag placed in a second bin bag and tied. Bins MUST be emptied regularly throughout the day. Placed in a suitable and secure place 				<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:</p> <ul style="list-style-type: none"> Fire risk Impede emergency exit routes Trip hazard. Away from pupils <p>Screen spray & Clinnelle wipes available in isolation room</p>	<p>All staff</p> <p>GM</p> <p>All Staff</p> <p>All Staff</p> <p>GM</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>and marked for storage until the individual test results are known.</p> <ul style="list-style-type: none"> Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours. <p>Follow NHS Track and Trace</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>	Yellow	Red	Red		SLT SLT	IMM IMM	Ongoing Ongoing	Green	Red	Yellow

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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 via Parent Mail 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>SLT to 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>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 Parent Mail</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via Parent Mail</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 	SLT	IMM	Ongoing			
						AB	IMM	Ongoing				
						AB	IMM	Ongoing				
						AB	IMM	Ongoing				

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		<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. This is completed via SIMs, the staff login & bubble structures each day</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>	Yellow	Red	Red	<p>and under will need to be helped by their parents/carers if using a home testing kit.</p> <ul style="list-style-type: none"> 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 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 14 days. <p>To assist with the NHS Test and Trace Process, close contact means: Close Contacts Updated Definition: January2021</p>	All staff	IMM	Ongoing	Green	Red	Yellow

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak. Develop contingency plans for possible local outbreaks.	Yellow	Red	Red	<p>1. lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</p> <p>2. has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:</p> <ul style="list-style-type: none"> ✓ face-to-face contact including being coughed on or having a face-to-face conversation within one metre ✓ been within one metre for one minute or longer without face-to-face contact ✓ sexual contacts ✓ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ✓ travelled in the same vehicle or a plane <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 please contact the H&S Team for further advice and support via hands@nottsc.gov.uk</p>	SAH	IMM	Ongoing	Green	Red	Yellow
							SAH	IMM	Ongoing	Green	Red	Yellow

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals (including staff, pupils, visitors, contractors etc.) MUST NOT come into school if they have COVID-19 symptoms or have tested positive in the last 7 days.</p> <p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. Lidded bins MUST be used. 	Yellow	Red	Red	<p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> Before leaving home On arrival at school After using the toilet After breaks / sporting activities When changing rooms Before food preparation Before and after eating any food (inc. snacks) Before leaving school <p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</p> <p>Glenn McPherson will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> <p>Government guidance for full opening schools is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> Ensuring pupils are seated 1 metre plus apart Keeping apart when in the playground or doing any physical exercise 	Staff, Pupils, Visitors	IMM	Ongoing	Green	Red	Yellow
						Staff	IMM	Ongoing				
						Class staff	IMM	Ongoing				
						GM	IMM	Ongoing				
						Class staff	IMM	Ongoing				
						JC/AB	IMM	Ongoing				
						Teache rin Charge/ Staff	IMM	Ongoing				

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>Tissues provided in classrooms.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times.</p>	Yellow	Red	Red	<ul style="list-style-type: none"> Avoiding unnecessary staff gatherings. <p>Social distancing for very young children will 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>	<p>Teacher in Charge/class staff</p> <p>GM</p> <p>All staff</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Green	Red	Yellow
Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Social distancing MUST be maintained wherever possible ensuring that staff and pupils are spaced out at all times.</p> <p>Children, young people and staff to only mix in a small, consistent group. Class Bubbles & Double Bubbles established</p> <p>Groups to remain 2m away from each other wherever possible. All shared spaces are timetabled to ensure social distancing</p> <p>Class sizes remain at 10 or below</p>	Yellow	Red	Red	<p>Early years and primary age children cannot be expected to maintain 2m apart from each other and staff. The hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> Avoid contact with anyone with symptoms Frequent hand cleaning and good respiratory hygiene practices Regular cleaning of settings (Inc. throughout the school day) Minimising contact and mixing <p>Staff should 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.</p>	<p>Class staff</p> <p>All staff</p> <p>All staff</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Green	Red	Yellow

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>Pre-school children in early years settings to continue to apply the staff to child ratios and use these to group children. Classes 2 & 4 will become a Double Bubble to share outdoor play space</p> <p>All pupils to remain within their class bubbles at all times.</p> <p>Double bubbles in place to enable the sharing of indoor & outdoor play areas All pupils use the same classroom or area of school throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>Older pupils to sit at the same desk on each</p> <p>Where staff need to move between Bubbles they should try and keep their distance from pupils and other staff as much as they</p>	Yellow	Red	Red	<p>Government guidance for full opening schools is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out in guidance available via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</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>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>	JC/AB	IMM	Ongoing	Green	Red	Yellow
						JC/AB	IMM	Ongoing				
						JC/AB	IMM	Ongoing				
						JC/AB	IMM	Ongoing				
						Class staff	IMM	Ongoing				
						Class staff/GM	IMM	Ongoing				
						JC/AB	IMM	Ongoing				
						Class based staff	IMM	Ongoing				

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>can, ideally 2m from other adults.</p> <p>All pupils use the same classroom or area of school throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>Adapt classrooms to support distancing where possible. Move unnecessary furniture out of classrooms to make more space.</p>	Yellow	Red	Red	<p>Any members of staff who have provided close contact care to someone with coronavirus (COVID-19) symptoms, even though wearing PPE, must self-isolate if the symptomatic individual subsequently tests positive.</p>	<p>Class staff/GM</p> <p>SLT</p>	<p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p>	Green	Red	Yellow
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces, shared areas used by different groups and toilet spaces are cleaned throughout the school day.</p> <p>Increased cleaning regime across the school-equipment needs to be cleaned before and after use.</p> <p>Refer to government guidance for managing playgrounds when using fixed play equipment, including;</p> <ul style="list-style-type: none"> •Limit number of users (e.g. one group at a time). •Implement a cleaning regime (particularly between group use). 	Yellow	Red	Red	<p>Glenn McPherson will be responsible for checking stocks, cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <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>Government guidance for managing playgrounds and outdoor gyms is available via: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous</p>	<p>GM</p> <p>GM</p> <p>GM</p> <p>GM/AB</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Green	Red	Yellow

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>•Wash hands before and after use. Rota in place for use of all outdoor equipment</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST NOT be propped open.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> • Cutting and sticking • Painting and gluing • Indoor / outdoor construction toys. <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p> <p>The risks from any hazardous substances used for cleaning MUST be</p>	Yellow	Red	Red	<p>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>Classroom bins contained within identified cupboard & emptied when necessary. All other bins located through school have lids which are foot activated.</p> <p>Spray bottles of Screen available in all classrooms</p> <p>All Screen bottles labelled with guidance on classroom use & storage</p>	JC/GM	IMM	Ongoing	Green	Red	Yellow
						JC/GM	July 202	July 2020 & ongoing				
						GM	IMM	Ongoing				
						Class Team	IMM	Ongoing				
						GM/ Class Team	IMM	Ongoing				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p>				<p>Ongoing cleaning of environment throughout the day</p> <p>Cleaning staff sourced from external provider; all training completed & up to date</p>	GM Astrum Staff	IMM	Ongoing			
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<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 <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups. All staff have own insulated cups</p> <p>Staff and pupils to avoid bringing additional items</p>				<p>Older pupils to have own equipment which remains with them.</p> <p>All staff will adhere to the outdoor timetable</p>	<p>Class staff</p> <p>SLT/ Teachers</p> <p>All staff</p> <p>Class staff</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>from home into school unless absolutely necessary. Communicated to all staff & families via Parent Mail</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups (e.g. sports, art and science equipment) should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p> <p>Pupils to work in as small groups as possible.</p> <p>Pupils should work / play outside as often as this is possible.</p> <p>When working inside, pupils should be in groups, in well ventilated areas (e.g. with</p>				<p>All families contacted via Parentmail to advise on what can & cannot be sent into school</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/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Classroom resources to remain within class bubbles</p> <p>All bubbles to clean PE/Sports equipment following use</p> <p>Pupils to remain in their class bubbles & only join with their Double Bubble for outdoor/hall activities/Blended Learning</p>	<p>AB</p> <p>Class staff</p> <p>Class staff</p> <p>Class staff</p> <p>All Staff</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		windows / outside doors open) and follow social distancing guidance wherever possible	Yellow	Red	Red	Learning to be taken outside when appropriate. Supervision Policy & Risk Assessments in place for outdoor learning All learning areas to remain ventilated using windows & vents	All staff All staff	IMM IMM	Ongoing Ongoing	Green	Red	Yellow
Risk of transmission due to Aerosol Generating Procedures(AGP)	Employees, Pupils	Identified pupils & identified staff to carry out procedures Provision of Level 3 PPE with face fitted masks Rooms identified for AGP only	Yellow	Red	Red	Individual risk assessments in place for pupils Generic/Individual risk assessments in place for staff Risk assessment in place for the location of procedures Increased signage on door for AGP rooms Additional cleaning Room constantly ventilated Any members of staff who have provided close contact care to someone with coronavirus (COVID-19) symptoms, even though wearing PPE, must self-isolate if the symptomatic individual subsequently tests positive.	JC/AB/SAH	IMM	Ongoing	Green	Red	Yellow
Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	There may be an additional risk of infection when singing, chanting, or shouting. Implement additional actions to reduce risk, including; •Physical distancing between individuals. •Playing outside wherever possible.	Yellow	Red	Red	Pupils to remain within their class bubbles for all music & sporting activities. Double bubbles have been identified for the sharing of outdoor & indoor provision.	Class staff AB	IMM IMM	Ongoing Ongoing	Green	Red	Yellow

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> Limiting group size to 15 pupils. Position pupils back-to-back or side-to-side. Ensure good ventilation. Avoid singing in larger groups e.g. choirs, 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 Bubbles for sporting activities. Sports equipment to be cleaned between each use by different groups. Contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. External coaches, clubs and organisations can be used for curricular and extra-curricular activities. 	Yellow	Red	Red	<p>Whole school Assemblies postponed indefinitely</p> <p>Class staff</p> <p>Class staff</p> <p>External providers not visiting school to minimise contact</p>	SLT	IMM	Ongoing	Green	Red	Yellow
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>	Yellow	Red	Red	<p>Consider implications on the behaviour policy and review as necessary.</p>	JC	IMM	Ongoing	Green	Red	Yellow
								IMM	Ongoing	Green	Red	Yellow

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Build hand washing into the routine of the school day; <ul style="list-style-type: none"> On arrival Before / after break Before / after lunch Before leaving school Consistent reminders and positive reinforcement to pupils regarding key control measures; <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands 	Yellow	Red	Red		Class staff	IMM	Ongoing	Green	Red	Yellow
							All staff	IMM	Ongoing			
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for parents to drop off / collect pupils reviewed to enable social distancing (between parents and children). Communicated to families via Parent Mail; use East car park & leave one clear space between vehicles Parents / Carers advised only one individual to accompany children to the education / childcare setting.	Yellow	Red	Red	Parents provided with information about changes to pupil drop off / collection and timetable for the school day via Parentmail & telephone. This information to be provided to parents prior to school reoccupation.	AB	IMM	Ongoing	Green	Red	Yellow
		Arrangements for break times and lunch times MUST be reviewed to enable social	Yellow	Red	Red		AB	IMM	Ongoing	Green	Red	Yellow

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>distancing; collection of dinners from the hall staggered, all pupils to remain in classrooms for eating & social times</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff.</p>				<p>Umbrellas, wet floor signs, matting, additional salt bins all in situ'</p> <p>Whole school assemblies held vi MS Teams Bubble assemblies to take place in class/double bubbles & via MS Teams</p> <p>Staff welfare and breaks considered. Arrangements in place to ensure a suitable rest area for employees. Alternative areas provided to ensure social distancing-Food Technology Room</p>	<p>Class staff</p> <p>Class staff</p> <p>AB/GM</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
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>Vehicles to be subject to increased cleaning.</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: •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</p>	<p>SLT</p> <p>LA</p>	<p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p>			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Embarkation & disembarkation to be organised and distanced. All available staff to support at the beginning & end of the day</p> <p>Distancing within vehicles wherever possible.</p> <p>Pupils (over the age of 11) to use face coverings, where appropriate</p>	Yellow	Red	Red	<p>•Take appropriate action to reduce risk if hygiene rules and social distancing is not possible (e.g. transporting children and young people with complex needs who need support to access vehicle / fasten seatbelts).</p> <p>•Implement a process for safe removal of face coverings.</p> <p>Rota in place for beginning & end of day</p>	<p>AB</p> <p>Bus providers</p> <p>Pupils</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Green	Red	Yellow
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>	Yellow	Red	Red	<p>Glenn McPherson will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>Glenn McPherson will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p> <p>Where there is an unmet urgent need for PPE please contact your local authority. Within Nottinghamshire please email ppe@nottscc.gov.uk for assistance.</p>	<p>GM</p> <p>GM</p> <p>GM/JC</p> <p>GM/JC</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Green	Red	Yellow

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating								
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating						
		Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.	Yellow	Red	Red				Green	Red	Yellow							
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"> • Method of signing in • Maintenance of safeguarding controls / security • Physical barrier to protect those working in reception 	Yellow	Red	Red	<p>Glenn McPherson to review and implement adaptations to reception area.</p> <p>Glenn McPherson to conduct contractor induction and maintain a record.</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>Move touch screen inside office</p> <p>Glass partition already in place</p>	GM	IMM	Ongoing	GM	IMM	Ongoing	GM	IMM	Ongoing	Green	Red	Yellow
			Yellow	Red	Red		GM	5/6/20	5/6/20	GM	IMM	Ongoing	Green	Red	Yellow			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> Signage on door advising of procedures Frequent cleaning regime of hand contact points Hand gel available Drop box for parents to return letters and other items. <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with 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>	Yellow	Red	Red					Green	Red	Yellow
						JC	IMM	Ongoing				
						TJ	IMM	Ongoing				
						GM	IMM	Ongoing				
					Touch screen to be used to record name & contact number of individuals	TJ	IMM	Ongoing				
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	Yellow	Red	Red	Glenn McPherson will be responsible for reviewing the fire risk assessment.	GM	IMM	Ongoing			
					Glenn McPherson will be responsible for updating any fire evacuation routes.	GM	IMM	Ongoing				
					Glenn McPherson will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.	GM	IMM	Ongoing				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>(source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <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, staff meetings.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed on first day of re-occupation and</p>	Yellow	Red	Red	<p>Glenn McPherson will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Sallyann Hopes will be responsible for reviewing PEEPs regularly and amending support plans as required for identified pupils.</p> <p>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</p>	GM	IMM	Ongoing	Green	Red	Yellow
						SAH	IMM	Ongoing				
						GM/SAH	IMM	Ongoing				
						All staff	IMM	Ongoing				
						All staff	IMM	Ongoing				
						GM	IMM	Ongoing				
						SLT	IMM	Ongoing				
						SLT/GM	IMM	Ongoing				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>a record maintained in the fire log book.</p> <p>Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.</p>	Yellow	Red	Red	<p>Fire Drill completed on 03.09.2020; school remained open.</p> <p>All staff advised & additional signage in staffroom</p>	<p>SLT/GM</p> <p>JC</p>	<p>IMM</p> <p>July 2020</p>	<p>Ongoing</p> <p>Ongoing</p>	Green	Red	Yellow
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<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>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>All First aid kits are suitably stocked, located and checked routinely.</p>	Yellow	Red	Red	<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: 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:</p>	<p>SAH</p> <p>SAH</p> <p>SAH</p> <p>SAH</p> <p>JC</p>	<p>IMM</p> <p>IMM</p> <p>IMM</p> <p>IMM</p> <p>IMM</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	Green	Red	Yellow

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		School awareness of method for contacting emergency services.	Yellow	Red	Red	https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm	JC	IMM	Ongoing	Green	Red	Yellow
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	Adequate supervision and awareness of pupil behaviours at all times. Staff to receive Coping with Risky Behaviours (CRB) training as necessary. Awareness of safeguarding pupils reporting procedures and designated safeguarding officer. Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.	Yellow	Red	Red	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 All staff aware of their responsibilities as detailed in KCSIE September 2020 CPOMS in place to report concerns Signage around school to identify DSL team Signage in Reception & any incidents dealt with by SLT.	SAH	IMM	Ongoing	Green	Red	Yellow
Asymptomatic Lateral Flow Testing	Staff & Pupils	All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a	Yellow	Red	Red	Face masks to be worn at all times whilst in the Registering & Testing areas except for brief lowering at time of swabbing. Additional signage reminding people to wear masks	All staff & Pupils	IMM	Ongoing	Green	Red	Yellow

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.	Yellow	Red	Red	<p>Hand sanitiser provided & used as directed during testing process</p> <p>Social distancing to be maintained at all times</p> <p>One way system in place</p> <p>Ongoing cleaning of the Registration & Testing areas to be maintained including wiping down all touchpoints.</p> <p>Essential furniture & equipment only in Testing area.</p>	SLT	IMM	Ongoing	Green	Red	Yellow
Incorrect result communication	Staff & Pupils	Barcodes are attached by trained staff at the sample collection bay	Yellow	Red	Red	<p>2 identical barcodes are provided at check in</p> <p>Person registers their details to a unique ID barcode before conducting the test</p> <p>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</p>	Staff Pupils Testing Staff	IMM	Ongoing	Green	Red	Yellow
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	Staff & Pupils	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	Yellow	Red	Red	<p>Storage of chemicals in identified area</p> <p>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution.</p> <p>Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution.</p> <p>Impervious clothing to be worn to protect the body from splashes or spillages.</p> <p>Environmental: do not let product enter drains</p> <p>Spillages: wipe surfaces which the solution</p>	SLT Testing staff	IMM	Ongoing	Green	Red	Yellow

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
			Yellow	Red	Red	has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures Do not use if the solution has expired Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.				Green	Red	Yellow
Testing Staff in contact with person whose test is positive	Staff	Tester to self-isolate at home	Yellow	Red	Red		SLT Testing Staff	IMM	Ongoing	Green	Red	Yellow
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: 04.11.2020 Ongoing weekly Reviewed following updated Guidance: 12.01.2021					
Assessors Signature: <i>Jan Collins</i>			Date: 03.09.2020		Authorised By:				Date: 03.09.20			

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium

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

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