

COVID-19 School Risk Assessment (H&S Update – February 2021)

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS (PAGE 25)		
Site Address/Location:	[Holgate Primary and Nursery School]	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 <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
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 through the school community, including; Governors, Staff, Union Reps, etc. via [email and meetings via a mix of onsite and Teams.]</p> <p>Changes to school arrangements will be communicated to parents via [text's and/or calls for urgent, short notice changes</p>				<p>Further Actions: Checking government and Nottinghamshire County Council guidance daily.</p> <p>In their absence the listed will fulfil this role.</p> <p>Notes: 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/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Further Actions: Should there be further Queries regarding COVID-19 that cannot be answered through existing documentation or by NCC then contact</p>	Nicola Davies / Sam Arnold	Daily	Daily			
						Tracy Mullaney / Sally Harvey	As Needed	As Needed				
						Nicola Davies, Sam Arnold	As needed	As needed				

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		<p>otherwise via website/social media/letters.]</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p>				<p>will be made with the DfE Coronavirus helpline, tel: 0800 046 8687 Option 1 / dfecoronavirushelpline@education.gov.uk</p>						
Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 8th March 2021 pupils who are deemed extremely clinically vulnerable should shield whilst the shielding advice applies nationally.</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>[Sally Harvey / Kerry Wilson / Sarah Roe] to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p>				<p>Notes: Government guidance 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>Further Actions: Procedures for encouraging pupils to maintain social distancing are in place throughout the school</p> <p>PPE equipment provided in each room identified for use by a 'Bubble' as well as in the Isolation room, Main office and shared areas.</p> <p>Video sent to all staff prior to opening to further pupils showing how to don and doff PPE https://youtu.be/-GncQ_ed-9w and posters provided in all rooms from PHE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>Request copies of letters sent to CEV children to confirm that they are advised not to attend school.</p>	<p>Sam Arnold Andrew Tannahill</p> <p>Sam Arnold Andrew Tannahill</p> <p>Nicola Davies, Sam Arnold Andrew Tannahill</p> <p>Sally Harvey / Kerry Wilson</p>	<p>01/06/20</p> <p>01/06/20</p> <p>01/06/20</p> <p>08/03/21</p>	<p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>12/03/21</p>			

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		<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>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</p>				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 5th January 2021 employees who are deemed extremely clinically vulnerable must self-isolate.</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 (including staff from BAME backgrounds).</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p>	Yellow	Red	Red	<p>Notes: Government guidance on shielding and protecting people who are 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</p> <p>Government guidance on 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#clinically-vulnerable-people</p> <p>Further Actions: If an employee is deemed as extremely clinical vulnerable, they are to be informed of the need to isolate during the lockdown period and supported to work from home</p> <p>If an employee deemed vulnerable (including those from BAME backgrounds) and requires additional risk control, then a specific individual risk assessment MUST be completed by a suitably trained person. The SR12 blank risk</p>	Nicola Davies / Sam Arnold	04/11/20	05/11/20	Green	Red	Yellow
						Nicola Davies	01/06/20	01/09/20	Green	Red	Yellow	

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		<p>Consider if vulnerable employees can continue working from home.</p> <p>Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of staff attending school MUST be documented within an individual risk assessment (for example expectant mothers).</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance. clinically-vulnerable people.</p>				<p>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 • Sex • Underlying health conditions • Pregnancy <p>Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Comply with any changes to working arrangements identified within individual RA's</p> <p>Notes: 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>Nicola Davies, Sam Arnold</p>	<p>As needed</p>	<p>As Needed</p>			
						<p>Sam Arnold</p>	<p>As Needed</p>	<p>As Needed</p>				

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			Yellow	Red	Red	<p>Further Guidance: Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager and signed to say these are read and understood. 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> <p>BAMEed (Black, Asian & Minority Ethnic Educators) guidance provides further information on the risks to BAME Educators https://www.bameednetwork.com/resources/</p>				Green	Red	Yellow
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 PCR tests for self and family. Nicola Davies / Sam Arnold to monitor staff absence related to COVID-19. Seek advice from your HR provision if required for staff absences.	Green	Yellow	Green	<p>Notes: NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</p> <p>Further Actions Posters to remind all about the need to self-isolate if someone within their household has the symptoms or is confirmed positive and the need to comply with the NHS Track and Trace system</p>	Sam Arnold / Alan Hughes	27/07/20	01/09/20	Green	Yellow	Green
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 	Yellow	Yellow	Yellow	<p>Notes: NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Further Actions: Staff to be informed and reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other</p>	SLT	01/06/20	01/06/20 and ongoing	Green	Yellow	Yellow

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		<ul style="list-style-type: none"> A high temperature, or Loss or change of sense of taste and / or smell <p>Symptomatic child will be moved to Small Meeting Room which is used as the isolation area until parent arrives for collection, suitable PPE MUST be worn with a symptomatic student.</p> <p>Staff supervising pupils in isolation area MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE MUST be worn.</p> <p>A suitable isolation area MUST be set up in school.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <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</p>				<p>individuals via [virtual staff meetings using Microsoft Teams and small groups</p> <p>Posters will also be displayed around site</p> <p>Identify any Pupils that may have exceptional circumstances that would prevent them from accessing testing via the normal channels and provide this list to the Main Office and SLT</p> <p>If a pupil becomes ill on-site parents to be contacted and pupil sent home immediately, parents sign posted to latest guidance around isolation and testing</p> <p>If the pupil that has become ill is on the list of pupils identified as having exceptional circumstances, then provide their parents with the PCR home test kit (Full instructions on what to do are provided with each kit) and ask for immediate feedback regarding the outcome.</p> <p>Parents provided with information about key symptoms via [Posters around site.]. Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19, to contact NHS 111 for advice and follow the Track and Trace process including use of the NHS app</p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a PCR test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms.</p>	<p>Sam Arnold Alan Hughes</p> <p>Sam Arnold / Sally Harvey</p> <p>Sam Arnold</p> <p>Sam Arnold</p> <p>Sam Arnold Alan Hughes</p>	<p>01/06/20</p> <p>03/09/20</p> <p>01/06/20</p> <p>As needed</p> <p>13/11/20</p>	<p>01/09/20</p> <p>04/09/20</p> <p>01/09/20</p> <p>As needed</p> <p>13/11/20</p>			

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		<p>others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the pupil with symptoms MUST be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings MUST be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in 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. 				<p>Notes: The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Further Actions: 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) – the upstairs staff toilet where a sign will be put up stating use for Isolation room only if/when needed • 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 10 days. • PPE provided • Cleaning kit (to include pre-mixed Screen detergent disinfectant) <p>Further guidance: 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>	Sam Arnold	As soon as needed	Ongoing			
						All	Straight after any incident	As needed				

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		<ul style="list-style-type: none"> Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours. <p>Follow NHS Test and Trace process.</p>				<p>Further Actions: When a child becomes unwell and a supervising 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 face mask – Type IIR (Fluid Resistant) <p>If contact with the child is required, then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable Gloves (nitrile or neoprene) Disposable Apron Face mask – Type IIR (Fluid Resistant) <p>If there is a risk (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable Gloves (nitrile or neoprene) Disposable Apron Face mask – Type IIR Eye protection (e.g. face visor or goggles) <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</p> <p>Notes: If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Further guidance is available via: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>Government guidance issued for Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) is available at: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-</p>	All	Straight after any incident	As needed						
							Alan Hughes / Sam Arnold	01/06/20	01/09/20						

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						<p>and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</p> <p>Further Guidance: 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 PCR test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace service or App</p> <p>Further Actions: Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>ALL surfaces the symptomatic person has come in to contact with must be cleaned and disinfected and supplies used disposed of in line with the Government guidance.</p> <p>Printed copies of cleaning guidance to be displayed in the Isolation room</p>	All	As needed	As needed			
							All	As needed	As needed			
							Sam Arnold / Tracy Willows and the Cleaning Team	As needed	As needed			
							Alan Hughes /	01/06/20	01/09/20			

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						<p>Further Guidance: 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>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>There will be a charge for this service.</p>	Sam Arnold						
Staff display symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in themselves and colleagues. The Government stay at home guidance MUST be followed if staff become unwell with; <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature, or; • A loss of or change in their normal 				<p>Further Actions: Posters displayed around site reminding all of the symptoms, the need to stay at home and a link to further guidance</p> <p>Identify any Staff that may have exceptional circumstances that would prevent them from accessing testing via the normal channels and provide this list to SLT</p> <p>Staff, who opt in, to carry out Lateral Flow Tests twice a week and report findings to the NHS and School that evening so that appropriate action can be taken should the test be positive.</p>	Sam Arnold Alan Hughes Sam Arnold / Nicola Davies All	01/06/20 03/09/20 01/02/21	01/09/20 04/09/20 Ongoing				

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		<p>sense of taste or smell (anosmia).</p> <p>If staff feel unwell with the above symptoms during the school day they MUST go home immediately.</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 10 days.</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 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. Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19</p>				<p>If a Lateral Flow test returns a positive result staff will be required to perform a PCR test for confirmation, the member of staff should self-isolate from the time they get a positive result from their Lateral Flow test.</p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a PCR test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms</p> <p>If the member of staff that has become ill is on the list of staff identified as having exceptional circumstances, then provide them with the PCR home test kit (Full instructions on what to do are provided with each kit) and ask for immediate feedback on the results.</p> <p>Notes: 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>Further Actions: 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</p>	All	01/02/21	Ongoing				All	As needed	As needed				Sam Arnold	As needed	As needed				All	Straight after any incident	Ongoing			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>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 and marked for storage until the individual test results are known. Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours. <p>Follow NHS Test and Trace process.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>				<p>requested to by NHS Test and Trace service or App</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. If a member of staff has to support another member of staff that becomes unwell and a supervising 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 face mask – Type IIR (Fluid Resistant) <p>If contact with the child is required, then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable Gloves (nitrile or neoprene) Disposable Apron Face mask – Type IIR (Fluid Resistant) <p>If there is a risk (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable Gloves (nitrile or neoprene) Disposable Apron Face mask – Type IIR Eye protection (e.g. face visor or goggles) <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital</p> <p>ALL surfaces the symptomatic person has come in to contact with must be cleaned and disinfected and supplies used disposed of in line with the Government guidance.</p>	All	As needed	As needed			
						Sam Arnold / Cleaning Team /	01/06/20	01/09/20				

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
						<p>Printed copies of the cleaning guidance to be in the Isolation room</p> <p>Report to the NHS Test and Trace service https://contact-tracing.phe.gov.uk/</p> <p>Notes: 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>Further Guidance: 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>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>There will be a charge for this service.</p>	Alan Hughes Nicola Davies / Sam Arnold	01/06/20 As Needed	01/09/20 As Needed			
<p>Lateral Flow Tests:</p> <ul style="list-style-type: none"> • Incorrect storage and handling <p>Incorrect use by employee</p>	<p>Staff, pupils, visitors</p> <p>Incorrect results leading to staff attending site when they are positive, passing on Covid-19</p>	<p>Tests are delivered to school and signed for by site / office staff.</p> <p>Tests are stored in the heads office.</p> <p>Up to date guidance is shared with staff to enable</p>				<p>Further Action: <i>Senior Leaders attend relevant CPD and follow up to date guidance.</i></p> <ul style="list-style-type: none"> • to order more tests from the government kits when needed and the information • to share information with staff <p>Primary Schools Document Sharing Platform - Google Drive</p>	Sam Arnold / Nicola Davies	Ongoing	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>them to make an informed decision about volunteering for the testing scheme.</p> <p>Arrangements implemented to share all the up – to date guidance on administering the home test and how to report the results.</p> <p>Employees who chose to opt in to the LTD testing sign to say that have received their test and have received all required information.</p> <p>Procedures have been in place for employees to report results to the school.</p>				<p>If a staff member changes their mind and wishes to be involved they can be added to the list and start the testing scheme.</p> <p>When handing out the test packs, all social distancing and hand washing procedures MUST be implemented by staff</p> <p>Further Actions: Staff to be reminded of how to report a positive test result and the immediate actions that should be taken.</p>	Sam Arnold	Ongoing	Ongoing			
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 DfE Helpline and the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health</p>				<p>Notes: Contact information for the DfE Helpline is 0800 046 86867 Option 1 and local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Actions: Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via [Posters and emails and leaflet provided to anyone displaying symptoms].</p> <p>Staff to be informed about the use of the NHS Test and Trace app via sharing the poster and displaying them in line with the guidance here https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p>	Nicola Davies	27/07/20	27/07/20			
						Sam Arnold / Alan Hughes	02/10/20	?				

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>protection team once aware of someone who has attended school has tested positive for COVID-19.</p> <p>The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 10 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups MUST be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p> <p>The names or details of people with COVID-19 MUST not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before admitting children or welcoming them back after a period of self-isolation.</p>				<p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via [Posters around site and leaflet provided to anyone displaying symptoms etc.</p> <p>Parents to be informed about the use of the NHS Test and Trace app via sharing the poster and displaying them in line with the guidance here https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>Ensure contractors are informed of our procedures and enough contact information is collected to allow us to fulfil our requirement under the NHS Test and Trace service and that contractors understand that their details will be provided should this be requested by the NHS Service</p> <p>Ensure a PCR test is booked if required and the guidance below is followed, including reporting to the HSE if needed and to NCC</p> <p>Further guidance: 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/coronaviruses-covid-19-getting-tested. All children can be tested, including children under 5, but children aged 11 and under will 	<p>Sam Arnold / Alan Hughes</p> <p>Sam Arnold / Andrew Tannahill</p> <p>Nicola Davies / Sam Arnold</p>	<p>02/10/20</p> <p>27/07/20</p> <p>As Needed</p>	<p>?</p> <p>01/09/20</p> <p>As needed</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>If two or more confirmed cases are received within 10 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.</p> <p>Develop contingency plans for possible local outbreaks.</p>				<p>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/coronaviruses-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 temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 10 days. 						

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>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 please contact the H&S Team for further advice and support via hands@nottscc.gov.uk.</p>						
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be	Individuals (including staff, pupils, visitors, contractors etc.) MUST not come into school if they have COVID-				<p>Further Actions: 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 using paper towels only (no Hand</p>	SLT / All	Ongoing	Ongoing			

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
	exposed to COVID-19.	<p>19 symptoms or have tested positive in the last 10 days.</p> <p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors 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. <p>Tissues provided in classrooms.</p>				<p>Dryers) or use hand sanitiser with an alcohol content of 60%+;</p> <ul style="list-style-type: none"> To be encouraged to wash hands before leaving home On arrival at school After using the toilet After breaks / sporting activities When changing rooms After being outside Before food preparation Before and after eating any food (inc. snacks) Before leaving school <p>Staff, who opt in, to carry out Lateral Flow Tests twice a week and report findings to the NHS and School that evening so that appropriate action can be taken should the test be positive.</p> <p>If a Lateral Flow test returns a positive result staff will be required to perform a PCR test for confirmation, the member of staff should self-isolate from the time they get a positive result from their Lateral Flow test</p> <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, ensuring they have access to appropriate height sinks or steps are available.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</p> <p>Checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p>	All	01/02/21	Ongoing			
						All	01/02/21	Ongoing				
						All	Ongoing	Ongoing				
						All	Ongoing	Ongoing				
						Andrew Tannahill / Tracy Willows	Ongoing	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		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart.</p>				<p>Checking stock of cleaning equipment and PPE in each room throughout the day and reporting any stock issues to SLT / School office immediately</p> <p>Share key messages of hand hygiene with parents / pupils via frequent reminders in class Via posters around the site</p> <p>Notes: 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>Further Guidance: Social distancing in school will include;</p> <ul style="list-style-type: none"> • Sitting children side by side at desks facing forward that are spaced apart • Ensuring everyone queues and eats further apart than normal • Keeping apart when in the playground or doing any physical exercise • Visiting the toilet one after the other • Staggering break times • Putting guidelines on the floor in corridors • Avoiding unnecessary staff gatherings. <p>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>Staff and all adults onsite to wear face masks at all times when moving through corridors and entrance ways.</p>	<p>& Cleaners</p> <p>All</p> <p>All</p> <p>Sam Arnold / Nicola Davies</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>01/06/20</p> <p>08/03/21</p>	<p>Ongoing</p> <p>Ongoing</p> <p>01/09/20</p> <p>Ongoing</p>			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<p>Staff and all adults onsite to wear face masks in communal areas such as staff room's and work room's when they cannot maintain social distancing, such as when they are moving around.</p> <p>Staff and all adults to wear face masks when children are being handover.</p> <p>Signs to be placed around site to remind staff and adults about wearing face masks as well as reminders placed in the Memo on a regular basis.</p> <p>Reminders to staff about not crossing bubbles and only using the social spaces allocated wherever possible (via daily Memo).</p> <p>Reminders to staff to ensure that they remind their pupils to social distance within their bubbles (via daily Memo).</p>	All	08/03/21	Ongoing			
						All	08/03/21	Ongoing				
						Sam Arnold	08/03/21	08/03/21				
						Sam Arnold	04/01/21	Ongoing				
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 consistent group.</p> <p>Groups to remain 2m away from each other wherever possible.</p> <p>Consider limiting interaction, sharing rooms and social spaces between groups as much as possible.</p>				<p>Further Guidance: 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 <u>when circumstances allow</u>.</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
		<p>Primary schools to implement small groups (class sized or smaller) wherever possible.</p> <p>Pre-school children in early years settings to continue to apply the staff to child ratios and use these to group children.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</p> <p>Wherever possible staff should stay at the front of the class to teach lessons.</p> <p>Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>Adapt classrooms to support distancing where possible. Move unnecessary furniture</p>				<p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone.</p> <p>Older pupils should be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Further Actions: Ensure signage in place to remind staff and pupils about social distancing</p> <p>Furniture in classrooms and other spaces used for groups to be re-arranged in line with the guidance below to ensure social distancing wherever possible</p> <p>Staff and all adults onsite to wear face masks at all times when moving through corridors and entrance ways.</p> <p>Staff and all adults onsite to wear face masks in communal areas such as staff room's and work room's when they cannot maintain social distancing, such as when they are moving around.</p> <p>Staff and all adults to wear face masks when children are being handed over.</p> <p>Signs to be placed around site to remind staff and adults about wearing face masks as well as reminders placed in the Memo on a regular basis.</p> <p>Notes: Government guidance for full opening: schools is available via:</p>	<p>Sam Arnold / Andrew Tannahill</p> <p>All</p> <p>All</p> <p>All</p> <p>Sam Arnold</p>	<p>01/06/20</p> <p>08/03/21</p> <p>08/03/21</p> <p>08/03/21</p> <p>08/03/21</p>	<p>01/09/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>08/03/21</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>out of classrooms to make more space.</p> <p>Pupils to be seated side by side facing forwards.</p> <p>Desks are spaced as far apart as possible (wherever possible 2m apart).</p> <p>Consider seating students at the same desk on each day if they attend on consecutive days.</p> <p>If the school is in a local lock down area or a national lock down is initiated then the school will only be open to those pupils that are in Nursery or deemed vulnerable or have a parent that is a key worker, where they can not be looked after at home due to their parent(s) being at work, all other pupils will receive remote education. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school.</p>				<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Further Guidance: If there are shortages of teachers, then teaching assistants can be allocated to lead a group or cover lessons if working under the direction of qualified or nominated teacher.</p> <p>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. • Manual Handling <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>If the school is in a local lock down area or a national lock down is initiated the school will follow current government guidance, will contact</p>	Sam Arnold	As needed	As needed			
						Sam Arnold / Nicola Davies	When lockdown initiated	When lockdown initiated				

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>all parents and ask if they are key workers as per this guidance from the DfE: - https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</p> <p>The school will also keep under constant review those pupils that are classed as vulnerable as defined here: - https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people</p> <p>Where we have problems with getting engagement from Vulnerable pupil in attending the school will work with all relevant agencies to ensure their safety.</p>						
Use of face coverings in education settings to minimise transmission of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Pupils in year 7 and above will be required to wear face coverings in school at all times unless eating or drinking.</p> <p>Staff and all adults onsite to wear face masks at all times when moving through corridors and entrance ways.</p> <p>Staff and all adults onsite to wear face masks in communal areas such as staff room's and work room's when they cannot maintain social distancing, such as when they are moving around.</p>				<p>Government guidance for face coverings: when to wear one and how to make your own is available via: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Pupils provided with clear instructions regarding how to put on, remove, store and dispose of face coverings via posters around the site.</p> <p>Staff provided with clear instructions regarding how to put on, remove, store and dispose of face coverings via posters around the site and virtual staff meetings</p> <p>If staff or pupils are unable to access a face covering, or where they are unable to use their</p>	Sam Arnold	03/09/20	04/09/20			
						Sam Arnold	03/09/20	04/09/20				

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>Staff and all adults to wear face masks when children are being handed over.</p> <p>Face coverings MUST be worn correctly to avoid inadvertently increase the risks of transmission.</p> <p>Staff and pupils are provided with clear instructions regarding how to put on, remove, store and dispose of face coverings.</p> <p>Hands must be washed before and after touching face coverings (including to remove or put them on).</p> <p>Face coverings to be stored in individual, sealable plastic bags between use.</p> <p>If face coverings become damp, they should not be worn and replaced carefully.</p> <p>Face coverings are not deemed necessary in classrooms even where social distancing is not possible.</p>				<p>face covering (e.g. having forgotten it, becoming soiled or unsafe), education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>Small Stock of Face Masks available for staff and pupils if needed</p> <p>Signs to be placed around site to remind staff and adults about wearing face masks as well as reminders placed in the Memo on a regular basis.</p> <p>Some individuals are exempt from wearing face coverings. For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</p> <p>Government guidance for face coverings in education is available via: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</p>	<p>Andrew Tannahill</p> <p>Sam Arnold</p>	<p>03/09/20</p> <p>08/03/21</p>	<p>04/09/20</p> <p>08/03/21</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
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 in Early years / Infant 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). Wash hands before and after use. <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>Further Actions:</p> <p>Cleaning kit provided in each class, isolation room, main office, shared areas, to include</p> <ul style="list-style-type: none"> Bin liners Disposable cloths or paper roll Disposable mop heads Apple Fresh or equivalent Suitable cleaning supplies to disinfect keyboards, laptop screens, mobile devices Hand sanitiser (at least 60% alcohol content) Disposable tissues Soap (including suitable for sensitive skin) Hand towels Milton Disinfectant (EYFS spaces) Screen (Antiviral disinfectant) – pre-mixed and ready for use in a spray bottle (isolation room only) <p>In each building / on each floor</p> <ul style="list-style-type: none"> Screen (Antiviral disinfectant) – pre-mixed and ready for use in a spray bottle Easy access mop's with heads that can be disposed after use Instructions on how to mix antiviral disinfectant for the mop and bucket <p>PPE Supplies in Classroom's, Main Office, and Staff welfare – to cover 20 spaces</p> <ul style="list-style-type: none"> fluid-resistant surgical face mask Type IIR disposable aprons pairs of disposable gloves (nitrile or neoprene) eye protection 	Sam Arnold / Andrew Tannahill	01/06/20	01/09/20			
						Sam Arnold, Andrew Tannahill	01/06/20	01/09/20				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> • Cutting and 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 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>Checking that stocks of cleaning products and resources are available.</p> <p>Checking stock of cleaning equipment and PPE in each room throughout the day and reporting any stock issues to SLT immediately</p> <p>Share key messages of hand hygiene with parents / pupils via frequent reminders in class</p> <p>Via posters around the site</p> <p>Ensure Lidded bins in every used area</p> <p>COSHH Assessments completed for any new chemicals</p> <p>Surface clean to include all frequently touched surfaces at the end of each session wearing gloves</p> <p>Frequently touched surface checklist available in each room</p> <p>Additional cleaning of Toilets at midpoint of the day</p> <p>All staff to clean own cutlery, cups etc. straight after use and ensure the area used is cleaned</p>	<p>Andrew Tannahill / Tracy Willows</p> <p>All</p> <p>All</p> <p>Sam Arnold, Andrew Tannahill</p> <p>Andrew Tannahill</p> <p>Andrew Tannahill/ Alan Hughes</p> <p>All</p> <p>Sam Arnold / Andrew Tannahill</p> <p>Tracy Willows and the Cleaning Team</p> <p>All</p> <p>Sam Arnold</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/06/20</p> <p>01/06/20</p> <p>05/06/20</p> <p>Ongoing</p> <p>05/06/20</p> <p>Ongoing</p> <p>05/06/20</p> <p>01/06/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>Ongoing</p> <p>01/09/20</p> <p>Ongoing</p> <p>01/09/20</p> <p>01/06/20</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>Staff provided wedges to help hold open non-fire rated doors to aid in air circulation</p> <p>Staff provided guidance on ensuring windows are open where possible to aid in air circulation even in the colder months</p> <p>Parents provided with advice on suitable attire for pupils in the colder months due to windows and doors being propped open to aid fresh air circulation in line with government guidance</p> <p>Staff provided with advice on suitable attire in the colder months due to windows and doors being propped open to aid fresh air circulation in line with government guidance: -</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) • Opening high level windows in preference to low level to reduce draughts • Opening internal doors can also assist with creating a throughput of air • providing flexibility to allow additional, suitable indoor clothing. • rearranging furniture where possible to avoid direct drafts ○ increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) including if necessary external opening doors (as long as they are not fire doors and where safe to do so) 	Nicola Davies	28/07/20	01/09/20			
							Sam Arnold	06/11/20	06/11/20			
							Sam Arnold	09/11/20	09/11/20			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#ventilated</p> <p>Ventilation systems set in accordance with NCC, HSC and CIBSE guidance (the school has a central air circulation system which only recirculates air in individual rooms, following CIBSE guidance we are changing the Co2 set point from 600ppm to 400ppm) and ensure that Windows are still opened despite extremes in temperature with the heating system increased during colder weather</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>Outdoor play areas</p> <p>Cleaning kits to be provided at the nearest point to external play equipment, to include: -</p> <ul style="list-style-type: none"> • Bin liners • Disposable cloths or paper roll • Apple Fresh or equivalent • Disposable tissues • Milton Disinfectant (EYFS for smaller pieces of removable equipment) • Screen (Antiviral disinfectant) – pre-mixed and ready for use in a spray bottle 	Alan Hughes / Andrew Tannahill	13/11/20	11/11/20			
							Sam Arnold, Andrew Tannahill	01/09/20	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		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<ul style="list-style-type: none"> • Easy access mop's with heads that can be disposed after use • Instructions on how to mix antiviral disinfectant for the mop and bucket should an outdoor area need to be washed down • Hand sanitiser to be available at entry and exit points <p>Cleaning of high traffic touch points between each different group / bubble use to be implemented including bins</p> <p>Posters:</p> <ul style="list-style-type: none"> • reminding staff to clean outdoor equipment between different group use • reminding staff and pupils about Social Distancing • reminding staff and pupils that they should wash their hands before and after use of outdoor equipment and to try and avoid touching their faces until after they have washed their hands • reminding staff and pupils about catch it, bin it, kill it • reminding younger children not to put equipment in their mouth <p>Notes:</p> <p>Government guidance for managing playgrounds and outdoor gyms is available via: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will</p>	Sam Arnold, Andrew Tannahill	28/07/20	01/09/20			

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>be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Further Guidance: 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>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>There will be a charge for this service.</p> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</p>						
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible. Establish which lessons or classroom activities can take place outdoors.				<p>Further Actions: Replace any shared cups with disposable cups and encourage parents to provide water bottles for children which is sent home and cleaned every night.</p> <p>Pupils to have own equipment which remains with them / in their own space. Storage of these items can be placed on the desk in individual trays or in individual resource packs.</p>	Sam Arnold	02/06/20	01/09/20			
						SLT	05/06/20	01/09/20				
						All	Ongoing	Ongoing				

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>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 necessary. Such items (if required) to be cleaned before being distributed.</p> <p>It is recommended that pupils have their own equipment provided and</p>				<p>Marking will be minimal, self-marking and verbal explanations to be encouraged. Where more in depth marking is to take place, staff to wear gloves to mark the books and work to not be returned to the child for 72 hours.</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>Wherever possible reading activities to be taught through IWB and teacher shared reading activities. For Year 1 & 6 pupils – reading opportunities not requiring an actual book to be planned through individual texts, IWB etc when a book is needed the guidance above will be followed.</p> <p>Parents have been informed that no items from home are allowed in school apart from a lunch box and drinks container and in agreed exceptional cases where a change of clothes maybe necessary, these to be brought in a named and sealed plastic bag.</p> <p>Procedures for the wiping down of regularly used equipment are in place including soaking items in Miltons fluid, storing of items for 72 hours between uses.</p> <p>Further Guidance: 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>	All	Ongoing	Ongoing			
							All	01/09/20	Ongoing			
							Sam Arnold	01/06/20	23/07/20			
							Sam Arnold	01/06/20	01/09/20			

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>remain with this equipment. For example; pens, books, glue sticks, laptops / tablets. Items to be cleaned frequently.</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups (e.g. sports, art and science equipment) should be cleaned frequently and meticulously and always between groups or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p> <p>Pupils to work in as small groups as possible.</p> <p>Pupils should work / play outside as often as this is possible.</p> <p>When working inside, pupils should be in groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance wherever possible.</p>				<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>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>						

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
Pupils unable to understand / recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> On arrival Before / after break Before / after lunch Before leaving school <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands <p>Behaviour policy to be implemented where appropriate.</p>				<p>Create annex to the behaviour policy to ensure coverage of COVID-19 control measures</p> <p>Ensure posters up around the site covering hand washing, symptoms, sneezing</p>	<p>Jo Skeavington / Nicola Davies</p> <p>Sam Arnold</p>	<p>01/06/20</p> <p>01/06/20</p>	<p>01/09/20</p> <p>01/09/20</p>			
Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>There may be an additional risk of infection when singing, chanting, playing wind / brass instruments or shouting. Implement additional actions to reduce risk, including;</p> <ul style="list-style-type: none"> Physical distancing between individuals. Playing outside wherever possible. 				<p>Further Guidance 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>Further Actions Induction explaining all additional measures for external contractors to be in place and contractors signed agreement received before being allowed to work on site with children</p>	<p>Sam Arnold, Andrew Tannahill</p>	<p>08/07/20</p>	<p>01/09/20</p>			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> Limiting group size to 15 pupils. 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>Singing, chanting, playing wind / brass instruments or shouting. Ensure social distancing measures are in place with pupils ideally 2M apart Ensure pupils are not facing each other Play outside if possible Limit group sizes to 15 Do not share instruments without them being cleaned first / left for 72hours as per the COVID-19 transmission via the physical school environment. Section of this risk assessment. Ensure good ventilation</p> <p>Appropriate cleaning materials provided for any instruments being used</p> <p>Report to Site Manager when cleaning stocks are getting low</p> <p>Physical education, sport and physical activity Sports equipment to be cleaned between uses No contact sports Be outdoors wherever possible Ensure scrupulous hygiene measure are followed Including following the guidance in the COVID-19 transmission via the physical school environment section of this risk assessment.</p>	<p>All</p> <p>Sam Arnold, Andrew Tannahill</p> <p>All</p> <p>All</p>	<p>Ongoing</p> <p>27/08/20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>01/09/20</p> <p>Ongoing</p> <p>Ongoing</p>			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<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. 										
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</p>				<p>Further Actions: Parents provided with information about changes to pupil drop off / collection and timetable for the school day via [Letter, social media, website.]. This information to be provided to parents prior to school reoccupation.</p> <p>Lunchtime arrangements to be taken within each group room and outdoor spaces timetable and designated.</p> <p>Posters around the site reminding of the need for social distancing</p> <p>Additional spaces provided for staff welfare and breaks which provide a suitable rest area for employees and encourage social distancing.</p> <p>Staff and all adults onsite to wear face masks at all times when moving through corridors and entrance ways.</p>	<p>Nicola Davies / Sam Arnold</p> <p>Sam Arnold</p> <p>Sam Arnold</p> <p>Sam Arnold</p> <p>All</p>	<p>29/05/20</p> <p>01/06/20</p> <p>01/06/20</p> <p>01/06/20</p> <p>08/03/21</p>	<p>23/07/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/06/20</p> <p>Ongoing</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>distancing (e.g. stagger timings).</p> <p>Arrangements for the movement of pupils around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p> <p>Consider one-way circulation around the building.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Avoid large gatherings 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>Staff and all adults onsite to wear face masks in communal areas such as staff room's and work room's when they cannot maintain social distancing, such as when they are moving around.</p> <p>Staff and all adults to wear face masks when children are being handed over.</p> <p>Signs to be placed around site to remind staff and adults about wearing face masks as well as reminders placed in the Memo on a regular basis.</p>	<p>All</p> <p>All</p> <p>Sam Arnold</p>	<p>08/03/21</p> <p>08/03/21</p> <p>08/03/21</p>	<p>Ongoing</p> <p>Ongoing</p> <p>08/03/21</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>Wherever possible pupils to remain in their designated groups (e.g. by class, year group etc.)</p>				<p>Further guidance 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. 						

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>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> <p>School transport drivers are NOT required to wear a face covering by law.</p> <p>Staff to wear face coverings when unable to maintain social distancing in passenger facing roles e.g. supporting disabled passengers.</p>				<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>Government guidance for face coverings in education is available via: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Further Actions: Parents provided with information about changes to pupil drop off / collection and timetable for the school day via [Letter, social media, website.]. This information to be provided to parents prior to school reoccupation.</p>	Nicola Davies / Sam Arnold	29/05/20	01/09/20			
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Local supply chains MUST be used to source PPE, cleaning materials and hygiene products. Unless not able supply then source from alternative suppliers				<p>Further Actions:</p> <p>Checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>Responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p>	Tracy Willows/ Andrew Tannahill	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>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 hygiene products to operate safely.</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><i>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic</i> guidance is available and will be implemented. The guidance document is available via: https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</p>	Andrew Tannahill Alan Hughes, Tracy Mullaney	Ongoing	Ongoing			
Increased hand washing causes skin irritation	Employees & pupils with sensitive skin	Hygiene products purchased to ensure killing of Corona virus				Guidance from NCC followed on procurement of soaps that are un-fragranced thus kinder to sensitive skin or the recommended fragranced soaps that are designated as kinder to skin with stock available in all locations	Site Staff	As needed	As needed			
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 /</p>				<p>Further Actions: Review and implement adaptations to reception area including recording contact details of all visitors to the school.</p> <p>Conduct contractor induction including our procedures with regard to Covid-19 and maintain a record.</p> <p>Ensure contractors are aware that information will be shared with the NHS Test and Trace service if requested</p>	<p>Nicola Davies / Sam Arnold</p> <p>Andrew Tannahill</p> <p>Andrew Tannahill</p>	<p>01/06/20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>01/09/20</p> <p>Ongoing</p> <p>Ongoing</p>			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> • Method of signing in • Maintenance of safeguarding controls / security • Physical barrier to protect those working in reception • Social distancing marking • Signage on gate / door advising of procedures • Inform of procedures via intercom • Frequent cleaning regime of hand contact points • Hand gel available • Drop box for parents to return letters and other items. <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with</p>				<p>Notes: 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>						

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
		contractors on arrival at site and a record maintained. Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.										
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it. Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc. Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight). Fire doors MUST not be propped open. Fire evacuation routes to be kept clear at all times. Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.				Further Actions: Reviewing the fire risk assessment. Updating any fire evacuation routes and procedures i.e. closing windows, doors and maintaining social distancing Once staffing rotas identified, review number of Fire Marshall's per building and floor to ensure coverage at all times and assign additional staff to online training if needed. Routine monitoring of fire safety provisions and maintaining a record within the fire log book. Daily checks of the school building to ensure fire evacuation routes are kept clear. Reviewing PEEPs regularly and amending support plans as required. Notes: The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at:	Alan Hughes, Sam Arnold Sam Arnold, Andrew Tannahill Sam Arnold / Tracy Mullaney Andrew Tannahill Andrew Tannahill Kerry Wilson, Sarah Roe, Sally Harvey (to oversee)	01/06/20 05/06/20 05/06/20 Ongoing Ongoing 01/06/20	01/09/20 01/09/20 01/09/20 Ongoing Ongoing Ongoing			

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>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via [email and staff briefings via Teams and/or small groups].</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 week of re-occupation and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p>				https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety						
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any</p>				<p>Notes: HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via:</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
	or incorrect first aid treatment.	<p>changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>				<p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplication's, which provides further information regarding the requirement for paediatric first aiders. This is accessible via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Further Actions: Guidance in cleaning packs provided for dealing with bodily fluid spillages safely and this shared on emails and in briefings with staff</p> <p>First Aiders responding to an incident where someone is displaying any of the symptoms of Covid-19 and the 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 face mask – Type IIR <p>If contact with the child is required, then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Gloves (nitrile or neoprene) • Apron • Face mask – Type IIR <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Gloves (nitrile or neoprene) • Apron • Face mask – Type IIR • Eye protection <p>PPE equipment provided in each room identified for use by a 'Bubble' as well as in the Isolation room, Main office and shared areas.</p>	Sam Arnold, Nicola Davies	01/06/20	01/09/20			
						First Aiders	As needed	As Needed				
						Sam Arnold, Andrew Tannahill	01/06/20	01/09/20				
							01/06/20					

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>Video sent to all staff prior to opening to further pupils showing how to don and doff PPE https://youtu.be/-GncQ_ed-9w and posters provided in all rooms from PHE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <p><i>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic</i> guidance is available and will be implemented. The guidance document is available via:</p>	Nicola Davies, Sam Arnold		01/09/20			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance						
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	Adequate supervision and awareness of pupil behaviours at all times. Staff received Coping with Risky Behaviours (CRB) training as necessary. Awareness of safeguarding pupils reporting procedures and designated safeguarding officer. Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.				Further Actions: 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 Update Safeguarding policy Annex to ensure that safeguarding remains effective during Covid-19 Update annex to the behaviour policy to ensure coverage of COVID-19 control measures and this to be shared with parents before children return to school. A letter to every parent offered a school place outlines school procedures and expectations whilst on the school premises for both parents and pupils Signage close to school entrance / reception area for visitors to the site	Jessica Wall Sally Harvey Jo Skeavington / SLT Nicola Davies Nicola Davies, Sam Arnold	As needed 06/04/20 01/06/20 Ongoing 08/06/20	As needed 01/09/20 01/09/20 Ongoing 01/09/20			
Pupil Wellbeing adversely affected by lack of interaction with their peers when remote learning	All pupils, but particular attention to pupils with any ongoing concerns	Teaching staff keep in contact with pupils through Teams and calls home.				Further actions: All staff to ensure that CPOMS is updated with any issues / concerns for any pupils and regular contact maintained, external agencies to be involved as normal should the concerns warrant this.	All Staff	05/01/21	On going			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating		
						<p>To support school staff to understand how coronavirus (COVID-19) is affecting children and young people's mental health and wellbeing, and what they can do to look after, promote and support their own, other staff's and children and young people's wellbeing and mental health, the government has recently launched the Wellbeing for Education Return programme.</p> <p>Review DfE guidance on supporting pupil and student mental wellbeing and disseminate to all appropriate information and strategies</p> <p>Public Health England have produced guidance for parents and carers on supporting children and young people's mental health and wellbeing to be shared with Parents</p> <p>Pupils encouraged wherever possible to have 60 minutes of daily physical activity, through their assigned PE sessions and regular reminders about the importance of staying healthy and exercising during lockdown, further advice and resources available from the Association for Physical Education, Youth Sport Trust and Sport England.</p> <p>Public Health England's Every Mind Matters campaign also includes resources which aim to support everyone to feel more confident in taking action to look after their mental health and wellbeing. Resources are shared with parents via Parentmail and school Facebook page.</p> <p>Staff provided with access to this free training resource MindEd around young people's mental health as well as the Covid specific resource provided here by the same company. There is</p>	DSL	15/01/21	On going					
							DSL	15/01/21	On going as updated					
							Sam Arnold	15/01/21	On going					
							Sam Arnold	15/01/21	On going					
							Sam Arnold	On going	On going					
							Sam Arnold	25.01.21	25.01.21					

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>also guidance from the DfE on Teaching about mental wellbeing here.</p> <p>Growth Mindset resources are shared with staff to utilise and address issues raised with their children in school or those working from home.</p> <p>Take Five (Resilience Programme) continues to be shared with pupils in school and those working from home.</p> <p>Staff provide Talking Points Teaching (PSRE Scheme) to both pupil in school and those remote learning, these are selected to address elements of the Personal, Social, Emotional and Relationships curriculum.</p>	Sally Harvey	On going	On going			
							Sally Harvey	On going	On going			
							Class Teacher	On going	On going			
Staff Wellbeing adversely affected by the risk of working on-site during the Covid-19 pandemic	All staff, but particular attention to staff working directly with pupils	<p>All staff have line managers that they can talk to confidentially should they have concerns; they can also approach members of SLT.</p> <p>SLT have line managers they can approach, and the Executive Head Teacher can talk to the Chair of Governors or LA Education Improvement Advisor</p>				<p>Further actions: Schools Advisory Service provides free access to Counselling services as part of the package the school buys in to and DfE well-being resources are available.</p> <p>This can be accessed either via an app on the phone or by ringing 01773 814402 or at coronavirus (COVID-19) staff resilience hub and Education Support Partnership</p> <p>Reminders emailed to staff and posters in main social areas. DfE wellbeing resources</p> <p>SLT check on staff that are on site to ensure they are ok and answer any questions / concerns that they have</p> <p>Staff meetings held via a mix of using Microsoft Teams and small groups to disseminate information, share ideas and ensure that all are involved and informed to help reduce anxiety brought on by not knowing what is happening or being involved.</p>	Jessica Wall, Sam Arnold	05/06/20	01/09/20			
							SLT	Weekly	Ongoing			
							SLT	As needed	Ongoing			
							SLT	As needed	Ongoing			

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>SLT to support all staff to access and complete the online Well Being packages through Hays CPD</p> <p>Staff will also be sign posted to the following resources as referred to by the DfE: -</p> <p>DfE is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers and Wellbeing for Education return programme is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	Tracy Mullaney Sam Arnold	Ongoing through May	22.05.20			
Staff Wellbeing adversely affected by through working alone offsite during the Covid-19 pandemic	All staff, but particular attention to staff who don't have families	<p>All staff have line managers that they can talk to confidentially should they have concerns; they can also approach members of SLT.</p> <p>SLT have line managers they can approach, and the Executive Head Teacher can talk to the Chair of Governors or LA Education Improvement Advisor</p>				<p>Further actions: Schools Advisory Service provides free access to Counselling services as part of the package the school buys in to.</p> <p>This can be accessed either via an app on the phone or by ringing 01773 814402 or at coronavirus (COVID-19) staff resilience hub and Education Support Partnership</p> <p>Reminders emailed to staff and posters in main social areas</p> <p>Open dialog with staff maintained and check in's done weekly by SLT members where staff require this for supporting their wellbeing</p> <p>SLT check on staff that are off site to ensure they are ok and answer any questions / concerns that they have</p>	<p>Jessica Wall, Sam Arnold</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>05/06/20</p> <p>Weekly</p> <p>Weekly</p> <p>As needed</p>	<p>01/09/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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>Staff meetings held via a mix of using Microsoft Teams and small groups to disseminate information, share ideas and ensure that all are involved and informed to help reduce anxiety brought on by not knowing what is happening or being involved.</p> <p>Staff will also be sign posted to the following resources as referred to by the DfE: -</p> <p>DfE is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers and Wellbeing for Education return programme is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	Jessica Wall / Sam Arnold	15/01/21	Ongoing			
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions (These have been covered under the Fire and First Aid sections above)							Review Date (Step 5): At least Weekly, or as required should the 'R' number increase or the number of pupils increase					
Assessors Signature: Alan Hughes			Date: 06/11/2020		Authorised By: Sam Arnold				Date: 05/03/2021			

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

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

Risk Definitions	
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.