



COVID-19 School Risk Assessment Record

Operations/Work Activities covered by this assessment:	COVID-19 SCHOOL RISK ASSESSMENT RECORD					
Site Address/Location:	High Leys Road, Hucknall, Nottinghamshire	Department/Service/Team:	Holgate Primary and Nursery School			
Assessment Date:	25/01/2022	Lead Assessor:	Alan Hughes, Operations & Services Leader			
Authorised By:	Samantha Arnold, Head of School					
Who Might Be Affected	Employee <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Visitor <input checked="" type="checkbox"/>	Pupil <input checked="" type="checkbox"/>	Client <input checked="" type="checkbox"/>	Member of Public/Third Party <input checked="" type="checkbox"/>
Note: A person specific assessment must be carried out for young persons, pregnant employees and nursing employees						

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
School failure to follow National Government Guidelines.	Individuals may be exposed to COVID-19.	<p>Nicola Davies – EHT, Sam Arnold - HoS will be responsible for checking government guidance daily. In their absence Tracy Mullaney – EPA, Sally Harvey EIL will fulfil this role.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, school-based Union Reps etc. via emails and staff briefings</p> <p>Changes to school arrangements will be communicated to parents via Parent Mail, Website and Social media</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head of School / Teachers.</p>	Likelihood	Severity	Risk Rating	

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		<p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 / dfecoronavirushelpline@education.gov.uk</p>				
Increased risk of transmission due to increased pupils / staff working in close proximity.	Individuals may be exposed to COVID-19.	<p>Government guidance no longer recommend that it is necessary to keep pupils in consistent groups or 'bubbles'.</p> <p>Assemblies can resume. The following control measures will be implemented to ensure that assemblies are managed:</p> <ul style="list-style-type: none"> • Doors and windows open for ventilation • Assemblies to remain by Phase Groups with 2 year groups combined at any one point. • Whole school assemblies remain virtual. <p>Pupil groups are now able to mix during lunchtime. The following control measures will be implemented to ensure that lunchtimes are managed:</p> <ul style="list-style-type: none"> • Doors and windows open for ventilation • Increased hand washing routines to remain in place • Phased return to pre-covid lunch routines through Sept 2021 <p>The reintroduction of 'bubbles', which may be considered as part of a response to an outbreak – needs to consider the impact on education delivery.</p> <p>Education settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak a setting may be advised to temporarily reintroduce some control measures.</p> <p>It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak.</p>				
Management of confirmed cases of COVID-19 amongst the school community.	Individuals may be exposed to COVID-19.	<p>Close contacts will be identified via NHS Test and Trace and education settings are no longer expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>				

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		<p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 • vaccine <p>Children under 5 years who are identified as close contacts are exempt from self-isolation and do not need to take part in daily testing of close contacts. They are advised to take a PCR test if the positive case is in their household.</p> <p>Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see SEND guidance.</p> <p>Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Education settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak a setting may be advised to temporarily reintroduce some control measures.</p> <p>It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak.</p>				
Use of face coverings in education settings to minimise transmission of COVID-19.	Individuals may be exposed to COVID-19.	From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 January, the government has removed the need to wear face coverings for pupils, staff and visitors in communal areas, however as many				

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		<p>other school's we are requesting that this still happens until the end of the 11th February 2022 From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</p> <p>Face coverings (whether transparent or cloth) must fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. In this situation an individual risk assessment must be completed, and items must always be cleaned appropriately.</p> <p>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.</p> <p>You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.</p> <p>No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.</p>				
Outbreak management of confirmed cases of COVID-19 amongst the school community.	Individuals may be exposed to COVID-19.	<p>You must have an outbreak management plan outlining how your school operates if there is an outbreak in your school or local area.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p> <p>Please refer to the outbreak thresholds given in the Contingency Framework for childcare and educational settings (page 18).</p> <p>Additional support is available via the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take if you are concerned about transmission in the setting.</p> <p>It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak.</p>				No. 1

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		You <u>must</u> also contact the DFE helpline in the event that a child or member of staff develops serious illness (e.g. students or staff members admitted to hospital or a death as a result of a confirmed COVID-19 infection)				
Increased risk of transmission due to inadequate hygiene and inadequate PPE.	Individuals may be exposed to COVID-19.	<p>Hand and respiratory hygiene Frequent and thorough hand cleaning should now be regular practice. You must continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</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>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> • Before leaving home • On arrival at school • After using the toilet • After breaks / sporting activities • When changing rooms • Before food preparation • Before and after eating any food (inc. snacks) • Before leaving school <p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</p> <p>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>Free resources are available, including materials to encourage good hand and respiratory hygiene via: Information about the Coronavirus (e-bug.eu)</p> <p>Use of personal protective equipment (PPE)</p>				NO. 2

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		<p>Most staff in schools will not require PPE beyond what they would normally need for their work. Further guidance is available at: Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)</p>				
Increased risk of transmission due to inadequate cleaning regimes.	Individuals may be exposed to COVID-19.	<p>An appropriate cleaning schedule must be implemented and maintained. This must include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>Cleaning logs of enhanced cleaning are kept by all cleaning staff and are submitted to the Cleaner in charge for checking.</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>Additional guidance is available at: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>				No. 3
Increased risk of transmission due to insufficient ventilation.	Individuals may be exposed to COVID-19.	<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Poorly ventilated areas of school must be identified, and controls implemented to improve fresh air flow in these areas particularly when holding events where visitors such as parents are on site, for example, school plays, assemblies.</p> <p>Poorly ventilated areas include:</p> <ul style="list-style-type: none"> • Small group rooms – doors to be propped open and ensure the ventilation system is running, which draws air from outside <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These must be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems must be adjusted to full fresh air or, if this is not possible, then system should be operated as normal as long as they are within a within a single room and supplemented by an outdoor air supply.</p>				No. 4

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		<p>Where mechanical ventilation systems exist, you must ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where it is safe to do so).</p> <p>The need for increased ventilation while maintaining a comfortable temperature must be balanced.</p> <p>If you require any further support or guidance relating to ventilation in your school please contact Suzanne Smith (Compliance, Maintenance and Risk Manager) via: suzanne.smith@nottscc.gov.uk.</p> <p>Additional guidance is also available at:</p> <ul style="list-style-type: none"> • Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) • CIBSE - Coronavirus COVID 19 				
Failure to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Individuals may be exposed to COVID-19.	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. Further information is available at: When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>They must not come into school if</p> <ul style="list-style-type: none"> • they have symptoms, • have had a positive test result, or • other reasons requiring them to stay home due to the risk of them passing on COVID-19 (for example if they are required to quarantine). <p>If anyone in school develops COVID-19 symptoms, however mild, they must be sent home and they must follow public health advice.</p> <p>Details on COVID-19 symptoms are available at: Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Everyone with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they must be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further</p>				No. 5

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		<p>information is available at: Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk).</p> <p>Symptomatic child will be moved to the Small Meeting Room which is used as the isolation area until parent arrives for collection.</p> <p>Any rooms used must be cleaned after they have left. The Government guidance for cleaning non-healthcare settings MUST be followed: COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard • Away from pupils <p>The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Isolation Periods</p> <p>If you are notified by NHS Test and Trace of a positive test result you must complete a period of self-isolation. Your isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your positive LFD or PCR test was taken, whichever test was taken first. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days, for those without negative results from 2 LFD tests taken a day apart in line with the below diagram.</p> <p>This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59hrs on the 25th of the month.</p>				

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		<p>10 day self-isolation</p> <p>Self-isolation starts* Day of isolation: 0 Self-isolate: 1-4 Self-isolate: 5 Self-isolate: 6 Self-isolate: 7 Self-isolate: 8 Self-isolate: 9 Self-isolate: 10 End self-isolation at 23.59 hours**</p> <p>Ending self-isolation early using LFD tests</p> <p>Self-isolation starts* Self-isolate Self-isolate Take an LFD test LFD test is negative → Continue to self-isolate LFD test is positive → Continue to self-isolate Self-isolate Take an LFD test LFD test is negative → Self isolation ends after this negative test** Self-isolate Take an LFD test LFD test is negative → Self isolation ends after this negative test**</p> <p>* Day your symptoms started or your test was taken if you do not have symptoms ** You can stop self-isolating if you do not have a high temperature</p> <p>Asymptomatic testing Testing remains important in reducing the risk of transmission of infection within schools. Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school. Further information on Daily Rapid Testing can be found in the Tracing close contacts and isolation section. There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</p>				

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		<p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).</p> <p>Confirmatory PCR tests</p> <p>You should follow the latest government guidance on confirmatory PCR tests in Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection following a positive LFD test</p>				
Pupils identified as at increased risk and exposed to COVID-19.	Individuals may be exposed to COVID-19.	<p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist to not attend.</p> <p>Further information is available at: Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk).</p> <p>Sally Harvey Executive Inclusion Lead and DSL's to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p> <p>Further guidance is available at: Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)</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>				

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Symptomatic individuals attending school.	Individuals may be exposed to COVID-19.	<p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>				
Staff identified as at increased risk and exposed to COVID-19.	Individuals may be exposed to COVID-19.	<p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.</p> <p>In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have.</p> <p>Further guidance is available at: COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk)</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>If an employee is deemed vulnerable is and requires additional risk controls, then a specific individual risk assessment MUST be completed by a suitably trained person. The F45-1 risk assessment template can be used to facilitate this process.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Both the F45-1 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>				

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		<p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p> <p>The Health and Safety Executive (HSE) has published guidance:</p> <ul style="list-style-type: none"> • Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk) • Talking with your workers about preventing coronavirus (COVID-19) - Overview (hse.gov.uk) 				
Increased risk of exposure to COVID-19 during educational visits.	Individuals may be exposed to COVID-19.	<p>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p> <p>We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>You must be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved to amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p> <p>You must undertake a full and thorough risk assessment in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>General guidance about educational visits is available via: Health and safety on educational visits - GOV.UK (www.gov.uk)</p>				

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		This is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP): https://oeapng.info				
Failure to manage and implement COVID-19 controls during wraparound provision and extra-curricular activity.	Individuals may be exposed to COVID-19.	<p>More information on planning extra-curricular provision can be found in the guidance: Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</p> <p>A specific risk assessment must be completed for wraparound provision and extra-curricular activities outlining control measures to manage the risks associated with COVID-19.</p>				
Inadequate management of contractors and / or visitors increasing risk of COVID-19 exposure and transmission.	Individuals may be exposed to COVID-19.	<p>Key control measures and ways of working within the school environment are discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p> <p>Andrew Tannahill / Jessica Wall to conduct contractor induction and maintain a record.</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>Avoid shaking hands with colleagues and visitors.</p> <p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via Parentmail, Social Media and Website</p>				
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Individuals may be exposed to COVID-19.	<p>Local supply chains MUST be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to reopening.</p> <p>Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service.</p> <p>Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.</p>				

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		<p>Andrew Tannahill and Tracy Willows will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>Dawn Turner and Jessica Wall will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p> <p>Where there is an unmet urgent need for PPE please contact your local authority. Within Nottinghamshire please email ppe@nottsc.gov.uk for assistance.</p>				
Risk of fire and delayed evacuation due to insufficient fire safety management.	Serious injury / ill-health / death in the event of a fire.	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors MUST not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via email and staff briefings.</p> <p>Fire drill to be completed termly or following changes 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> <p>Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.</p> <p>Andrew Tannahill, Site Manager will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p>				

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		Sally Harvey Executive Inclusion Lead will be responsible for reviewing PEEPs regularly and amending support plans as required.				
Inadequate first aid provision in school.	Injury or ill-health suffered as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>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>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>				
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	Stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff received Coping with Risky Behaviours (CRB) training as necessary.</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.</p> <p>All incidents where staff experience violence, verbal abuse or aggression MUST be reported on Wellworker as “physical violence” or “verbal abuse or threat”. Wellworker can be accessed via: https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true</p>				

Additional Notes

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
No. 1	Outbreak management plan to be circulated to ensure everyone knows what to do should it be needed.	HoS	14/10/2021	
No. 2	Staff to ensure that increased handwashing takes place throughout the day	All Staff	01/09/2021	01/09/2021
No. 3	All classrooms, corridors and internal / external touch points will maintain additional cleaning routines throughout the day.	All Staff	01/09/2021	01/09/2021
No. 4	Ensure Small Group Rooms and Rainbow Room have doors propped open and closed in the case of a Fire Alarm.	All Staff	01/09/2021	01/09/2021
No. 5	Office and teaching staff who are made aware of an absence of a child by a parent must establish clear reasons for the absence and the Office must ensure it is recorded appropriately so that we can identify any patterns and possible outbreak. HoS to monitor the logs to determine if the outbreak threshold has been reached and follow the Outbreak Management Plan if this is the case.	Teachers, Office, Attendance Lead and SLT	01/09/2021	01/09/2021
			Click or tap to enter a date.	Click or tap to enter a date.

Signature of Assessor: Alan S Hughes	Date: 25/01/2022
Signature of Person Authorising: Samantha Arnold	Date: 26/01/2022

Potential Severity of Harm	Major	Tolerable	Substantial	Substantial
	Minor	Trivial	Tolerable	Substantial
	Negligible	Trivial	Trivial	Tolerable
	Rare	Possible	Almost Certain	
	Likelihood of Harm Occurring			

Definitions	
Substantial	Take appropriate action within agreed period
Tolerable	Monitor Situation
Trivial	No Action Required

Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident								
Review Date	Comments/Amendments	Reviewed By	Signature		Review Date	Comments/Amendments	Reviewed By	Signature
02/01/2022	Amended with new Government guidance	Alan Hughes			Click or tap to enter a date.			
25/01/2022	Amended with new Government guidance	Alan Hughes			Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			

Sign off sheet for staff is included on HAYS Online