

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

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
Site Address/Location:	Victoria Primary School, Ainsworth Drive, Nottingham, NG2 1FX	Department/Service/Team:	Whole School
Note: A person specific assessment MUST be carried out for young persons, pregnant women and nursing mothers			

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School or staff 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, Academy Trust etc. via staff meetings and email.</p> <p>Changes to school arrangements will be communicated to parents via email, text and the school website.</p>				<p>Russell Gray, Executive Headteacher will be responsible for checking government guidance daily. In his absence Lynn Brook, Deputy Head will fulfil this role. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 / dfecoronavirushelpline@education.gov.uk</p>	R Gray (HoS)	Daily via DfE daily email				

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		<p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p> <p>Staff are asked to ensure they fully understand the trust requirements for the booking and taking of holidays, particularly during the Autumn half term break and to take full notice of quarantine regulations.</p>										

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Parents, Carers and Pupils congregating at start and end of school day prevent effective social distancing	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Start times staggered for year groups with shared cloakroom space or restricted space at external classroom doors</p> <p>Start time windows of ten minutes rather than specified times used to naturally distance arrival of cohorts</p> <p>One adult per family permitted on site where children cannot manage independently</p> <p>One way system on site</p> <p>Signage requesting use of face coverings and 2m social distancing erected at entry points</p> <p>Senior Staff visible to issue reminders on entry and exit gates and on playground at start and end of school day</p> <p>2m distancing symbols spray painted on main entry point walk ways in site and on approaching pathways maintained by city council.</p> <p>Parents and carers not allowed on narrow pathway between car park perimeter fence and back of KS2 building. Y4 & 5 classes with exits into that space to be escorted to main playground for dismissal at end of day</p>				Regular newsletter and text message reminders to families	R Gray HoS	Ongoing				

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		Collection Areas marked on main playground for Years 2 and 3 in order to prevent parents and carers crowding at external doors										
Contractors and / or visitors heighten risk of COVID-19 transmission in school buildings	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. If essential, make all reasonable attempts to book work outside of the teaching day 0800 – 1600.</p> <p>Maintain communication with regular contractors and suppliers (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Parents / carers advised to minimise visits to school / contact with reception and</p>				<p>Conduct contractor induction and maintain a record. The induction forms are provided by Leisa Pateman, Nova Education Trust Estates Director.</p> <p>Office staff to sign visitors in on the daily sign in sheet, collecting information relevant for track and trace purposes</p>	<p>Claire Wright SBM</p> <p>Office staff</p>	<p>Ongoing</p> <p>Ongoing</p>				

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		<p>use alternative means e.g. telephone, email etc. where possible.</p> <p>Procedures relayed via intercom on arrival at safeguarding fence line entry point</p> <p>Door signage in place to highlight requirement for social distancing in foyer, use of face coverings and hand sanitiser upon entry</p> <p>Disposable face masks and sanitiser available openly in foyer</p> <p>Visitor sign-in / -out to be undertaken manually by school office staff</p> <p>Glass barrier used to provide protection to school office staff</p> <p>Visitors who need to wait for any reason asked to wait outside the foyer, external to the building</p> <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form completed with contractors on arrival at site and a record maintained.</p>										

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		Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.										
Use of space by pupils and employees heightens risk of COVID-19 transmission in school buildings	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Break times inc. lunch breaks staggered for all classes.</p> <p>Playground space divided to avoid cross-contamination of class bubbles</p> <p>Classrooms accessed from outside wherever possible</p> <p>Internal one way system implemented for KS1 and KS2 pupils at lunch time</p> <p>Teaching outdoors encouraged where possible</p>										

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Close proximity of pupils and employees heightens risk of COVID-19 transmission	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>2m social distancing between staff and between staff – pupils must be maintained wherever possible. Face to face contact must be minimised</p> <p>Strict 2m social distancing between staff who operate across different classes and year groups in order to facilitate the delivery of the school timetable</p> <p>Wherever possible staff should stay at the front of the class to teach lessons. A 2mx2m teacher zone is marked on each classroom floor. A face mask is advised if moving beyond the teacher zone.</p> <p>Pupils encouraged to maintain distance from each other. KS2 pupils expected</p>				<p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-COVID-19-outbreak/guidance-for-full-opening-schools</p> <p>Pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out in guidance available via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2</p> <p>If moving furniture to create more space in classrooms, ensure that this does not create any additional hazards:</p> <ul style="list-style-type: none">• Fire risk• Impede emergency exit routes• Trip hazard. <p>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>	R Gray HoS / C Wright SBM	on induction				

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		<p>not to make physical contact with each other</p> <p>Children and staff to only mix in consistent groups</p> <p>Wherever possible, children and young people use the same classroom or area of a setting throughout the day.</p> <p>Midday meal seating and Breakfast Club organised so that children sit with their own cohort only with tables arranged in rows and distanced from other cohorts</p> <p>Large gatherings in collective worship and assemblies not permitted</p> <p>Capacity limits for shared rooms eg staffrooms, kitchens and office implemented with signage at entry points</p> <p>All windows to be kept open throughout the day to promote ventilation.</p> <p>Air conditioning units to be used only with windows and non-fire doors kept open.</p>				<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Staff welfare and breaks are considered. Arrangements in place to ensure a suitable rest area for employees.</p>						

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		<p>Classroom layouts adapted to support distancing where possible. Unnecessary furniture moved 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>Staff asked to consider seating students at the same desk on each day if they attend on consecutive days.</p> <p>Staff to be provided with winter flu vaccines as per Trust policy.</p> <p>Staff required to work in close proximity with pupils who have additional needs will wear a face covering when undertaking such work</p>										

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Airborne particle transmission of COVID-19 on school site	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals (including staff, pupils, visitors, contractors etc.) MUST not come into school if they have COVID-19 symptoms, have tested positive in the last 10 days or live with someone who has tested positive in the last 14 days.</p> <p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current government advice and school procedures.</p> <p>All employees MUST wear a face covering when in the school building (except in their own office or classroom)</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>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-COVID-19-outbreak/guidance-for-full-opening-schools </p>						

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		<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>Cleaning staff will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> <p>Staff to reinforce messages (to pupils and others) to;</p>										

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		<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. <p>Tissues provided in classrooms and offices.</p>										
Surface particle transmission of COVID-19 on school site	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups.</p> <p>Shared resources such as photocopier, printers, IT suite equipment to be sanitised between uses with approved products supplied.</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>Replace any shared cups with disposable cups and encourage parents to</p>				<p>Mark Hallam, Site Manager (Claire Wright, School Business Manager in Mark's absence) will be responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> Fire risk Impede emergency exit routes Trip hazard. <p>Government guidance for managing playgrounds and outdoor gyms is available via: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p>						

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		<p>provide water bottles for children.</p> <p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils to have their own equipment provided and remain with this equipment stored in their own tray. For example; pens, books, glue sticks, rulers</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>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>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/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</p>						

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		<p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p> <p>Increased cleaning regime in Early years / Infant equipment needs to be cleaned after use.</p> <p>Staff to take responsibility for implementing 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>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>										

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		<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>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>A clean of common touch surfaces such as door handles, taps and toilets is undertaken in the middle of the school day alongside emptying of bins for tissues</p> <p>Staff to clean staff toilets, sinks and handles every visit to the toilet with Eliminator Max supplied by Victoria Primary School.</p> <p>A thorough cleaning of all rooms undertaken at the end of the day.</p> <p>Emergency deep cleaning, including use of fogging, to</p>										

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		be undertaken if closure is required.										
Misuse of Hand Sanitiser	<p>Employees, pupils, contractors and visitors will be required to use such products.</p> <p>Harm may come from overuse, ingestion, contact with eyes inhalation or dermatological responses</p>	<p>Supervised use of hand sanitiser to minimise risk of ingestion. Pupils must ONLY use the hand sanitiser provided which contains no alcohol.</p> <p>Approved hand santiser in classrooms / other learning environments, offices and entrance foyer.</p> <p>Use of sanitiser and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available to all staff including first aiders. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of sanitiser.</p> <p>All staff and pupils to wash hands after using hand sanitiser 3 times.</p>				Training and signage should be in place and have been seen and accessed by all pupils, staff and visitors						
Use of face-masks	Employees, pupils, contractors and visitors will be	Students and staff have been trained in the use of masks including how to wear				Regular engagement with students on their experiences wearing masks through tutors and other pastoral and curriculum staff.						

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	<p>required to use face coverings.</p> <p>Harm may be caused by ineffective use of masks, ineffective procedures for putting on and taking off masks, emotional responses to wearing a mask</p>	<p>a mask and how to put on a mask.</p> <p>Staff have also been trained in dealing with mask use sensitively and looking out for distress and concern amongst all mask wearers</p>				Support available if concerns raised.						
Risk of COVID-19 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. 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. 				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.						

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		choirs, ensembles or assemblies. Physical education, sport and physical activity can be provided within current control measures. The following must be considered: <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 scrupulous attention to cleaning and hygiene. 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 										

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		within the year group that curriculum has been delivered to within the school day										
Risk of COVID-19 transmission whilst travelling to / from school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff arrangements for travelling to school will be considered, reducing any unnecessary travel on public transport.</p> <p>Parents and carers alerted to and reminded of safe travel information regularly through text messages and newsletter including recommendations for walking and cycling.</p> <p>Implement process for safe removal of face coverings</p>				Follow Government COVID-19 (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/COVID-19-covid-19-safer-travel-guidance-for-passengers						
Pupils unable to understand recognise the COVID-19 control measures due to age or developmental level	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Teach children hand washing techniques.</p> <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>Build these habits into the routine of the school day</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
		Individual risk assessments undertaken and reviewed by SENCO; communicated to staff Behaviour policy to be implemented where appropriate.										
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. Assurance of a secure supply chain to be in place for essential supplies prior to reopening. Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service. Emergency plans in place if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.				Mark Hallam, Site Manager (Claire Wright, School Business Manager in his absence) will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day. Mark Hallam, Site Manager (Claire Wright, School Business Manager in his absence) will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products. Where there is an unmet urgent need for PPE please contact your local authority. Nottingham City Council covidarrangements@nottinghamcity.gov.uk	Mark Hallam / Claire Wright	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
Pupils identified as at increased risk exposed to COVID-19	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1st August 2020 pupils who are deemed extremely clinically vulnerable can return to school.</p> <p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Rachel Mousley, SENCO Teacher, 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>Government on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>If the need for PPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/COVID-19-covid-19-personal-protective-equipment-ppe</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
		Updated health care plans to be signed by parent / carer.										
Staff identified as at increased risk exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1st August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace.</p> <p>Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>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</p>				<p>Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance for staying alert and safe (social distancing) is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>If an employee is deemed vulnerable is and requires additional risk controls, then a specific individual risk assessment MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> • Age • Ethnicity • 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,</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>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.</p>				<p>depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Both the SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment </p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals to seek advice from NHS 119, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>Staff members who have been in contact with a suspected case and DO live with them or work in their bubble MUST self-isolate for 14 days unless their results were negative.</p> <p>Staff members who have been in contact with a suspected case but DO NOT live with them or work in their bubble do not have to self-isolate unless they are contacted by the NHS Track and Trace service or come down with symptoms.</p> <p>Claire Wright, School Business Manager to monitor staff absence related to COVID-19 and contact the local PHE HPT on 0344 225 4524 if necessary.</p> <p>Seek advice from Trust HR manager if required for staff absences.</p>				<p>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>Seek advice from your HR provision, if required, for staff absences.</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
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The Government stay at home guidance MUST be followed if pupils become unwell with;</p> <ul style="list-style-type: none"> A new continuous cough, A high temperature, or; A loss of or change in their normal sense of taste or smell (anosmia). <p>Symptomatic child will be moved to Medical Isolation Room (MIR) – Sports Hall entrance which is set up to be used as the isolation area until parent arrives for collection.</p> <p>Designated First Aider is Debbie O'Connor. Covid-suspected action will be managed by Claire Wright, SBM or Lynn Brook in her absence.</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>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via staff training, operational policy, emails.</p> <p>Parents provided with information about key symptoms via email, text and website. Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Testing kits available within school are to be given to parents/carers of pupils who display symptoms at school and whom the SLT& DCO believe that the child WILL NOT receive a test unless provided one by school. DCO to access training from DHSC on the use of testing kits in school.</p> <p>Claire Wright, School Business Manager will be responsible for setting up the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> A room with a door that can be closed 						

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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>Parent / Carer of symptomatic child to be contacted and be collected immediately. As well as the associated bubble group.</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 119. 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. 				<ul style="list-style-type: none"> Supervision provided for pupil(s) in the isolation area. A window available and opened for ventilation. Access to a separate bathroom (in case needed whilst awaiting collection). An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). Signage displayed to indicate the isolation area advising “no entry”. A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> A fluid-resistant surgical face mask <p>If contact with the child is required, then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask Eye protection (e.g. face visor or goggles) 						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none">Bins MUST be emptied regularly throughout the dayPlaced in a suitable and secure place and marked for storage until the individual test results are known.Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours. <p>Follow NHS Test and Trace process.</p>				<p>If the need for PPE 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-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Pupils or staff should only be advised to self-isolate and recommend they get a test if they develop symptoms of coronavirus (COVID-19). Those sent home to self-isolate, having been in close contact with someone who has tested positive, should only get tested if they develop symptoms themselves.</p> <p>The parents of the unwell pupil MUST arrange an immediate test. If the result is positive staff and pupils within the bubble must remain off school for 14 days. If the test is negative, the bubble can return.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>						

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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>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 						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; • A loss of or change in their normal sense of taste or smell (anosmia). <p>If staff feel unwell with the above symptoms during the school day they MUST go home and self-isolate. The staff member MUST book at test which can be booked via: www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Staff MUST remain at home and self-isolate until they receive their test results.</p> <p>Staff MUST provide details to NHS Track and Trace of anyone they have been in close contact with.</p> <p>Pupils within the staff members bubble to remain in class until all parents are contacted to be collected to self-isolate for 14 days should there be a positive</p>				<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Symptomatic individuals must self-isolate for at least 10 days and MUST arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Staff who have supported colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard • Away from pupils 						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>result. Parents will be instructed when contacted on how to collect their child from school.</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.</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 										

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		<ul style="list-style-type: none"> 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>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p> <p>If the test is positive, staff members must inform their Designated Covid Officer (DCO) Claire Wright, and only return from isolating after 10 days or longer if still unwell. The DCO must inform HR and the local PHE HPT on 0344 2254 524 to report the case. The PHE HPT will then advise on the situation.</p> <p>If the test is negative, the staff member and related bubble can return to work when feeling well.</p>										
Management of confirmed cases	Employees, pupils, contractors and	The DCO, Claire Wright is to take immediate action to contact the local health				When informed of a confirmed case, call 0800 046 8687, and select option 1						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
of COVID-19 amongst the school community.	visitors may be exposed to COVID-19.	<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 14 days.</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>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</p>				<p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via staff training, emails and the school operational policy.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via an emailed newsletter and texts.</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> Staff and pupils MUST not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested Ordered by phone NHS 119 (for those without access to the internet). 						

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		<p>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>If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.</p> <p>Develop contingency plans for possible local outbreaks.</p>				<p>Children requiring a test, but where SLT do not feel that they would receive one, can have a test supplied by the school. This must be administered by the parent/carers.</p> <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 14 days. <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</p>						

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						<p>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@nottsccl.gov.uk.</p>						
Risk of fire and delayed evacuation due to insufficient	Staff, pupils, visitors, contractors and members of the public may be subject to serious	Fire risk assessment reviewed to take into account any changes to the use of building and / or rooms within it.				Russell Gray, Executive Headteacher will be responsible for reviewing the fire risk assessment.	Russell Gray					

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fire safety management.	injury / death in the event of a fire.	<p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</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 staff training, operational policy and email.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p>				<p>Russell Gray, Executive Headteacher will be responsible for updating any fire evacuation routes.</p> <p>Russell Gray, Executive Headteacher will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>Mark Hallam, Site Manager (in his absence, Site Manager) will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Rachel Mousley, SENCO Teacher, will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety </p>	M Hallam/ Site Manager Rachel Mousley					

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		<p>Fire drill to be completed on first day 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> <p>Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.</p>										
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision	<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</p>				<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via:</p>						

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	or incorrect first aid treatment.	<p>updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional 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 disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment</p> <p>If the need for PPE is required, then staff must be trained in the safe putting on and removal of items.</p>						
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors /	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive 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</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://nottscs-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true</p>						

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members of the public.		and designated safeguarding officer. Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.										
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Reviewed on: 11th September 2020 – Russell Gray 14th September 2020 – Claire Wright 30th September 2020 – Russell Gray					
Assessors Signature: Claire Wright Russell Gray			Date: 17th August 2020 20th August 2020		Authorised By: Mathew Harnan			Date: 25.08.2020				

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.