

SCHOOL RISK ASSESSMENT – COVID 19 FULL SCHOOL RE-OPENING SEPT 2020 v4



Operations/Work Activities covered by this assessment:		COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS										
Site Address/Location:		Westdale Junior School, Westdale Lane, Mapperley. Nottingham. NG3 6ET.										
Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Risk Rating			Further action <i>Step 4</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</i>			Risk Rating		
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School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daily checks made with the Government online guidance. Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance and any subsequent changes to operating procedures distributed and communicated through the school community: Trust → DCO/HoS → SLT → Staff via email, Teams or group meetings in socially distanced setting.</p> <p>Designated COVID Officer (DCO) appointed to ensure COVID compliance in the school in conjunction with the HoS and also have a reporting element to the Central H&S team.</p>				<p>HoS will be responsible for checking government guidance daily. In his absence SBM 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 email: dfecoronavirushelpline@education.gov.uk</p>	RS/SB	Daily	Ongoing			

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School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Changes to school arrangements communicated to parents via email, school website, newsletter, text. Changes to pupil arrangements to be reinforced by Head Teacher/Teachers.										
Pupils identified as at increased risk could be exposed to COVID-19.	<p>Pupils' existing health conditions could be made worse by Covid 19 or render them more vulnerable to Covid 19 symptoms.</p> <p>Staff working with pupils identified as at increased risk could be exposed to COVID-19.</p>	<p>From 1st August 2020 pupils who are deemed extremely clinically vulnerable can return to school.</p> <p>Identify pupils who are extremely clinically vulnerable and clinically vulnerable.</p> <p>Pupils who are extremely clinically vulnerable must be encouraged/prompted to take extra care to maintain social distancing and maintain good hand hygiene</p> <p>SENCO/Class Teacher to communicate appropriately with their most vulnerable children and their parents/carers – EHCPs and Individual Pupil Risk Assessments updated where necessary.</p> <p>Updated health care plans to be signed by parent/carer.</p>				Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version						

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Pupils identified as at increased risk could be exposed to COVID-19.	<p>Pupils' existing health conditions could be made worse by Covid 19 or render them more vulnerable to Covid 19 symptoms.</p> <p>Staff working with pupils identified as at increased risk could be exposed to COVID-19.</p>	<p>From 1st August 2020 pupils who are deemed extremely clinically vulnerable can return to school.</p> <p>Identify pupils who are extremely clinically vulnerable and clinically vulnerable.</p> <p>Pupils who are extremely clinically vulnerable must be encouraged/prompted to take extra care to maintain social distancing and maintain good hand hygiene</p> <p>SENCO/Class Teacher to communicate appropriately with their most vulnerable children and their parents/carers – EHCPs and Individual Pupil Risk Assessments updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of pupils attending school documented within health care plans and Individual Pupil Risk Assessments and communicated to relevant staff.</p> <p>Updated health care plans to be signed by parent/carer.</p>				<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</p>						

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Pupils identified as at increased risk could be exposed to COVID-19.	<p>Pupils' existing health conditions worsened by COVID-19 or render them more vulnerable to Covid 19 symptoms.</p> <p>Staff working with pupils identified as at increased risk could be exposed to COVID-19.</p>	<p>Additional arrangements implemented to support medical needs of pupils attending school documented within health care plans and Individual Pupil Risk Assessments and communicated to relevant staff.</p> <p>Assess the need for PPE/RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. supporting after falls, physiotherapy).</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@nottscg.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>						
Staff identified as at increased risk and exposed to COVID-19.	<p>Employees' existing health conditions could be made worse by Covid 19 or render them more vulnerable to Covid 19 symptoms.</p>	<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>Where an employee is deemed vulnerable and requires additional risk controls then a specific individual risk assessment will be completed by a suitably trained person including arrangements implemented to support additional medical needs of staff.</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-after-4-july</p> <p>Any individual risk assessments for staff will be completed in conjunction with the employee and manager. Regular communication for both parties to discuss concerns and additional/reduced control measures.</p> <p>The risk assessment will be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p>	SB	When required				

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Staff identified as at increased risk and exposed to COVID-19.	Employees' existing health conditions could be made worse by Covid 19 or render them more vulnerable to Covid 19 symptoms.	<p>Staff who are clinically extremely vulnerable and clinically vulnerable are identified. Line Managers will implement support mechanisms after discussing medical needs disclosed by staff.</p> <p>Consider if vulnerable employees can continue to work from home.</p> <p>Regular communication with staff working from home. Staff will not be disadvantaged by not being present on site.</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>Individual vulnerabilities must also be considered and appropriate controls implemented. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> • Age • Ethnicity • Sex • Underlying health conditions • Pregnancy <p>Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers.</p>						
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 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>SBM to monitor staff absence related to COVID-19.</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>						

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Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff recognise key COVID-19 symptoms in pupils. The Government stay at home guidance MUST be followed if pupils become unwell with;</p> <p>A new continuous cough A high temperature or Loss of or change in normal sense of smell/taste (anosmia)</p> <p>A suitable Medical Isolation Room (MIR) is available in school (DT Room)</p> <p>Parent/Carer of symptomatic child will be contacted immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p>				<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff reminded of the key symptoms of COVID-19 and procedures for dealing with symptomatic individuals. Staff training on INSET days 01.09.20 & 02.09.20</p> <p>Parents provided with information about key symptoms via email, school website, newsletter, text and 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>SBM will be responsible for setting up the isolation area. The following elements will be included (wherever possible);</p> <ul style="list-style-type: none"> • A room with a door that can be closed • Supervision provided for pupil(s) in the isolation area. • A window available and opened for ventilation. • Access to a separate bathroom (in case needed whilst awaiting collection). • An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage displayed to indicate the isolation area advising “no entry”. • A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. 	SBM/ HoS	Sept INSET				

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Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>The symptomatic pupil will be given a face mask and moved by designated staff to the MIR which will be used as the isolation area until parent/carer arrives to collect.</p> <p>If it is not possible to isolate individuals, they will be moved to an area that is at least 2m away from other people.</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>Staff who have supported symptomatic pupils do not need to go home unless they develop symptoms (in which case they should arrange a test) or the pupil subsequently tests positive or they have been requested to by NHS Track & Trace.</p> <p>Everyone will wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Follow the NHS Test and Trace process</p>				<p>Symptomatic individuals must self-isolate for 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 - to be given to parents/carers of pupils who display symptoms at school and whom the SLT & DCO reasonably believe 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>When a child becomes unwell and a supervising distance of 2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> 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"> Fluid-resistant surgical face mask Disposable gloves Disposable apron <p>If there is a risk of fluids entering the eyes (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Fluid-resistant surgical face mask Disposable gloves Disposable apron Eye protection (e.g. face visor or goggles) <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>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p>	SLT SB	When required 11.09.20	 11.09.20			

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A member of staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff 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> <p>A new continuous cough A high temperature or Loss of or change in normal sense of smell/taste (anosmia)</p> <p>If staff feel unwell with the above symptoms during the school day they MUST go home.</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>Follow NHS Test and Trace process.</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 7 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms.</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>						

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A member of staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff who have supported unwell colleagues (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms (in which case they should arrange a test) or the colleague subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone will wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</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 				<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 Tampering Pupil contact <p>Caretaker & SBM to identify appropriate areas for waste storage.</p>	AP/SB	Prior to full reopening				

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A member of staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<ul style="list-style-type: none"> Bins MUST be emptied regularly throughout the day Waste must be placed in a suitable and secure place and marked for storage until the individual test results are known of 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>				Waste can be disposed of when a negative test result is known or after waste has been stored for 72 hours.						
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership understand the NHS Test and Trace process and how to contact the local Public Health England Health Protection Team.</p> <p>Arrangements for NHS Test and Trace communicated to all staff and parents including their responsibility to follow requirements.</p> <p>Staff and parents instructed to inform school immediately of the results of a test and appropriate action taken.</p> <p>Immediate action taken to contact the local health protection team once the school is aware of someone who has attended school has tested positive for COVID-19.</p>				<p>Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via staff training on INSET days 01.09.20 & 02.09.20, email, staff room poster.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via email, school website, newsletter.</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. 						

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Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 14 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups MUST be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p> <p>The names or details of people with COVID-19 MUST not be shared unless <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>				<ul style="list-style-type: none"> All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Ordered by phone NHS 119 (for those without access to the internet). <p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 14 days. 						

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Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Develop contingency plans for possible local outbreaks.				<p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> • Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). • Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle with an infected person. <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <ul style="list-style-type: none"> • An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. • A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or; • A worker dies as a result of occupational exposure to coronavirus. <p>Before submitting the RIDDOR report please contact the H&S Team for further advice and support via hands@nottsc.gov.uk.</p>						

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Pupil/staff transmission of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site, direction of travel, distancing etc.</p> <p>Contractors will be sent a 'Contractor Induction Form' in advance of arrival which includes COVID-19 safety measures.</p> <p>All staff, pupils, contractors and visitors are required to wash/sanitise their hands at regular intervals throughout the day.</p> <p>Staff to reinforce hygiene messages to pupils</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 then throw tissue in bin and wash hands <p>Additional bins available in every classroom and emptied at regular intervals.</p>				<p>Government guidance for full opening of schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>All staff, pupils, contractors and visitors are required to wash/sanitise 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>Caretaker will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Clear handwashing signage displayed throughout school.</p>	AP	Daily	Ongoing			

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Pupil/staff transmission of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Access to handwashing facilities in every classroom.</p> <p>Tissues provided in every classroom.</p> <p>Foaming hand sanitiser available in every classroom.</p> <p>Use of foaming hand sanitiser and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times</p> <p>Children, young people and staff to only mix in a consistent group.</p> <p>Pupils to be split into 2 bubbles – lower school (years 3 & 4) and upper school (years 5 & 6)</p> <p>Within these bubbles the year groups will be kept apart for the majority of the school day.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times</p>				<p>Non alcohol hand sanitiser provided for use by pupils, tested to EN14476 against enveloped viruses, certification of the lab test is held on file.</p> <p>Early years and primary age children cannot be expected to maintain 2m apart from each other and staff. The hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings throughout the school day • Minimising contact and mixing 						

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Increased risk of transmission due to larger numbers of pupils/staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Groups will remain 2m away from each other wherever possible.</p> <p>Year groups will share outdoor play spaces split into their upper school and lower school bubbles.</p> <p>Dining will take place in 2 separate locations</p> <p>Each year group will have an individual dining session allocated to ensure no mixing of year groups.</p> <p>All dining tables cleaned with anti-virucidal spray between sittings</p> <p>Pupils will use the same classroom each day with a thorough cleaning of the rooms at the end of the day.</p> <p>Pupils will be seated side by side, facing forwards, at the same table each day. They will bring their own pencil cases to school. A supply of spare pencils, pens, rulers, glue sticks etc. will be available in each classroom to distribute, if necessary. Sharing of resources will be minimised wherever possible.</p>				<p>Older pupils should be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Government guidance for full opening of schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Use of anti virucidal spray is risk assessed within a COSHH assessment and MSDS sheet is available.</p>						

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Increased risk of transmission due to larger numbers of pupils/staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Teaching and support staff will be required to wear face masks in the following broad contexts</p> <ul style="list-style-type: none"> • Staff rooms • Corridors and movements around school • Large meetings • Small meetings in enclosed spaces • Dining halls • Indoor duty points <p>All visiting adults will be required to wear face masks in school and will be briefed prior to their arrival.</p> <p>Signage relating to the wearing of face masks will be displayed in relevant areas.</p> <p>All visitors to the school site must supply contact details for NHS Test and Trace purposes in advance of their visit. Details will be recorded by the school office.</p>				Staff briefed on the use of face masks in school and issued documents HS1 – HS3 and HR1 – HR4 in advance of the September INSET training days 01.09.20 & 02.09.20.						

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Increased risk of transmission due to larger numbers of pupils/staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Sharing of resources will be minimised wherever possible.</p> <p>Classrooms will be adapted where possible to support distancing and thorough cleaning e.g. desks spaced as far apart as possible, de-cluttering, maintaining clear surfaces, removing unnecessary furniture.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</p> <p>Wherever possible staff should stay at the front of the class to teach lessons. A 2m 'red zone' will be marked on the classroom floor to visually reinforce the need for staff to maintain a 2m distance from pupils.</p> <p>If there are shortages of teachers, then teaching assistants will be allocated to lead a group or cover lessons if working under the direction of qualified or nominated teacher.</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"> • Manual handling • Fire risk • Impede emergency exit routes • Trip hazard. <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (particularly with younger pupils or pupils with complex needs), however, adults MUST do this <u>when circumstances allow</u>.</p> <p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone.</p>						

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COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daytime cleaning regimes will focus on cleaning communal touch points such as door handles, banister rails and hard surfaces and emptying bins.</p> <p>All toilets regularly used by staff and students will have touch points including toilet seats cleaned hourly.</p> <p>Dining tables will be cleaned between 'sittings' when necessary.</p> <p>Resources/equipment (Art & Craft, PE etc.) may be shared within a year group without interim cleaning.</p> <p>Resources/equipment (Art & Craft, PE etc.) must be cleaned before and after use if they are being accessed by different groups.</p> <p>All pupils will be encouraged to thoroughly cleanse hands after sharing equipment within their group.</p> <p>Cleaning packs available for all staff to access.</p> <p>Cleaning packs stored safely and products are not used in proximity to pupils.</p>				<p>Additional cleaning hours provided by agency/overtime. All agency cleaners to receive H&S induction.</p> <p>Caretaker will be responsible for checking stocks of cleaning products and resources.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <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 • Tampering • Pupil contact <p>The Trust will procure 3 hand held electrostatic fogging machines to be used in the event of a COVID outbreak in a school. One will be held in the north of the county, one centrally and one in the east of the county. These can be accessed by site teams in the event of a deep clean requirement.</p>	SB	When required		AP	Daily	Ongoing			

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COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff required to conduct cleaning tasks have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p> <p>Doors will be propped open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors close automatically on the sounding of the fire alarm.</p> <p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will not be used.</p> <p>Government guidance for managing playgrounds will be followed 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 is communicated to staff via COSHH risk assessment and MSDS sheets.</p> <p>COSHH Risk Assessments and MSDS available in staff shared and communicated on INSET days 01.09.20 & 02.09.20.</p> <p>Government guidance for managing playgrounds and outdoor gyms is available via: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p>						

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Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Classrooms and other learning environments such as breakout spaces organised to maintain space between seats and desks where possible.</p> <p>CLEAPPS advice followed regarding planning, risk assessing and delivering practical activities whilst social distancing.</p> <p>Timetable and selection of classrooms/other learning environments planned to reduce movement around school.</p> <p>Shared drinking cups, cutlery and crockery washed at high temperature following lunch service.</p> <p>No shared use of corridor watercoolers - children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils will bring their own pencil cases to school. A supply of spare pencils, pens, rulers, glue sticks etc. will be available in each classroom to distribute, if necessary. Sharing of resources will be minimised wherever possible.</p> <p>Individual pupil resources can be stored in their trays.</p>				<p>http://primary.cleapss.org.uk/Resources/All/?search=COVID-19</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Cleaning and rotation of items to be followed.</p>						

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Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<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, 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>Lessons will be planned so that activities requiring shared use of resources are minimised.</p> <p>All pupils will be encouraged to cleanse hands thoroughly after sharing equipment.</p> <p>When working inside, pupils should be in class groups, in well-ventilated areas (e.g. with windows/outside doors open) and follow social distancing guidance.</p> <p>No shaking hands with visitors and colleagues.</p>				<p>Government guidance for full opening of schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>						

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Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>There may be an additional risk of infection when singing, chanting or playing instruments.</p> <p>No singing/music activities will take place in school from September</p> <p>Inspire instrument tuition will not take place prior to Autumn 2.</p> <p>Singing/music activities will be reviewed on a regular basis (including the use of external tutors) and amendments to the risk assessment will be made where necessary.</p> <p>Physical education, sport and physical activity can be provided within current control measures. The following will be considered:</p> <ul style="list-style-type: none"> • Pupils to be kept in consistent groups for sporting activities. • Sports equipment to be cleaned between each use by different groups. • Contact sports avoided. • Outdoor sports prioritised where possible 				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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Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<ul style="list-style-type: none"> Large indoor spaces may be used when outdoor sport is not possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. External coaches, clubs and organisations can be used for curricular and extra-curricular activities 				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.						
Pupils unable/unwilling to follow the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Consistent positive reinforcement to pupils throughout the day regarding key control measures;</p> <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> On arrival Before/after break Before/after lunch Before leaving school <p>Reinforce effective hand washing technique.</p>										

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Pupils unable/unwilling to follow the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Visual reminders – posters and floor markings. Behaviour policy to be implemented where appropriate.				If necessary review Behaviour Policy. Communicate behaviour expectations and discuss possible sanctions with pupil and parents/carers.						
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for parents/carers to drop off/collect pupils reviewed to enable social distancing on school site. Parents/carers advised only one adult to accompany children to school. Specific entry/exit points to school site assigned to groups of pupils and accompanying adults. Staggered start and finish times. Designated waiting areas marked on playground. Parents/carers reminded not to congregate at entrance gates or enter the school (unless they have a pre-arranged appointment – which should be conducted at a safe social distance) Arrangements for break times reviewed to enable social distancing (i.e. staggered timings)				Parents/carers provided with information about changes to pupil drop off/collection and timetable for the school day via email and phonecall where necessary. This information to be provided to parents prior to full school re-opening. Provide parents/carers Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers						

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Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for the movement of pupils around school reviewed and managed e.g. markings on flooring, designated entry/exit points into school building, appropriate signage.</p> <p>Avoid large gatherings such as assemblies with more than one group.</p> <p>Minimise use of shared staff room whilst maintaining staff breaks.</p> <p>More staff supervision will be required due to staggered lunch/break times therefore a reduced number of staff taking breaks at any one time.</p> <p>Well stocked supply of cleaning products available for use in the staffroom and handwashing/hygiene rules clearly displayed.</p> <p>Staff instructed to maintain their own mug and cutlery – not to be put into general circulation.</p> <p>Staff should eat meals from their own containers that can be taken home for washing.</p> <p>No build up of used crockery and cutlery in the staff kitchen.</p>										

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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.	Secure supply chain in place for essential supplies. Trust procurement in place for bulk purchases of cleaning products, hand gel and PPE. Confirmation from contractor agencies (e.g. cleaning and catering) that processes are in place for the supply of materials and provision of service. Stock of PPE, cleaning materials and hygiene products managed to ensure supplies do not run out.				Caretaker will be responsible for checking stocks of cleaning materials and hygiene products throughout the day. SBM will be responsible for checking stocks of PPE weekly. Admin Officer will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products. Where there is an unmet urgent need for PPE contact Trust Chief Operations Officer.	AP SB RF SB	Weekly Weekly When required When required	Ongoing Ongoing			
Inadequate management of contractors and/or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Unnecessary visitors discouraged from attending site. Contractor works avoided unless external, emergency/essential or out of hours. Contractors will be sent a 'Contractor Induction Form' in advance of arrival which includes COVID-19 safety measures and contact details for NHS Test and Trace. Key procedures for working in the school environment and COVID-19 controls discussed with visitors/contractors on arrival.				SBM to conduct contractor induction and maintain a record.	SB	When required				

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Inadequate management of contractors and/or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Parents/carers informed to minimise entry to school and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area including;</p> <ul style="list-style-type: none"> • Maintenance of safeguarding controls/security • Glass screens to protect those working in reception • Social distancing marking • Roller banner advising of procedures • Reinforce safety procedures via intercom • Frequent cleaning regime of hand contact points • 70% alcohol hand gel available <p>Pre-booking system in place for visitors which includes contact details for NHS Test and Trace purposes</p>				SBM to review and implement adaptations to reception area.	SB	Aug 20				
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury/death in the event of a fire.	Fire Risk Assessment reviewed to take into account any changes to the use of building and/or rooms within it.				External FRA (Steve Gore Arc Partnership) – Action Points	Arc	10.06.20	10.06.20			

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Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury/death in the event of a fire.	<p>Consideration given to new hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel), alcohol hand gel (flammable – kept away from heat sources) furniture storage (blocked escape routes and exits)</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm and at the end of the school day.</p> <p>Fire doors close automatically on the sounding of the fire alarm.</p> <p>Fire evacuation routes kept clear at all times and safe egress from the building maintained.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation will be communicated to all staff via staff training INSET 01.09.20 & 02.09.20</p> <p>Fire Assembly Point reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Pupils briefed on any changes to evacuation procedures 03.09.20.</p>				<p>SBM will be responsible for updating any fire evacuation routes.</p> <p>Caretaker will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>Caretaker will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Fire Awareness Training to be completed online by all staff by the end of Sept 2020.</p>	<p>SB</p> <p>AP</p> <p>AP</p> <p>SB</p>	<p>Prior to full school re-opening</p> <p>Weekly</p> <p>Daily</p> <p>Sept 2020</p>	<p></p> <p>Ongoing</p> <p>Ongoing</p> <p></p>			

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Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury/death in the event of a fire.	<p>Pupils briefed on any new evacuation procedures 03.09.20.</p> <p>Whole school fire drill to be completed w/c Sept 7th 2020 and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) will be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans put in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol based hand gel must not be kept in vehicles on the school site due to fire risk in hot temperatures.</p>				SBM will be responsible for reviewing PEEPs regularly and amending support plans as required.	SB	When required				
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders available in school.</p> <p>First Aid Risk Assessment updated to include provision of PPE required to facilitate care.</p> <p>First Aid Risk Assessment reviewed regularly and updated following any changes to staffing, pupil numbers etc</p>				<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating		
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	First Aid training issued/ refreshed. First aid kits suitably located, well stocked and checked routinely. Staff aware of method for contacting emergency services – signage in school office.				iHASCO online training available to relevant staff and can be extended to whole school. Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe The Trust will provide all staff with the opportunity for a winter flu vaccine.								
Staff experience violence, verbal abuse and aggression from parents/pupils/visitors/ contractors/members of the public.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	Vigilant supervision and awareness of pupil behaviours at all times. Communicate behaviour expectations and discuss possible sanctions with pupil and parents/carers. Individual Pupil Risk Assessments completed where necessary. Relevant staff have received Coping with Risky Behaviours (CRB) training. Access to school building restricted, entry by pre-arrangement only.				If necessary review Behaviour Policy. Review CRB strategies in relation to social distancing. Entry to school site denied. 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://nottssc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true								
Assessor Signature:			Date: 21.07.20			Head of School Signature:			Date: 21.07.20			Review Frequency: Weekly from September 2020 unless significant changes occur		

Review

Updated to V3 – DCO/ use of face masks/enhanced cleaning/electrostatic fogging machine/winter flu vaccine.	Date: 27.08.20
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Updated to V4 – school issued testing kits, lunchtime arrangements, foaming hand sanitiser lab certification, agency cleaners' H&S induction.	Date: 11.09.20
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	Date:
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	Date:
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Risk Rating

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.