

SCHOOL RISK ASSESSMENT – COVID 19 v7



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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Setting 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: DfE/Trust → DCO/HoS → Wraparound Care Supervisor → Wraparound Staff</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>Any information regarding symptoms or positive test results (staff, pupil or pupil's household) MUST be reported to the DCO.</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>Updated operational guidance for schools (27.09.21) is available via: Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</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> <p>DCO – Rob Slater</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 guidelines communicated to parents via email or text.										
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>All Clinically Extremely Vulnerable children and young people should attend their education or childcare setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</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>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>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> <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>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	Currently no clinically extremely vulnerable children in school.					

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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>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the 19 July guidance on protecting people who are CEV from COVID-19.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the Government to instruct people to work from home.</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>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> <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>Managers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p>						

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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.	As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically vulnerable people guidance. A risk assessment will be completed for new and expectant mothers.	Yellow	Red	Red				Currently no clinically extremely vulnerable staff in school.	Green	Green	Green
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Household members may be exposed to COVID19.	Pupils who are close contacts of a positive case of COVID-19 do not need to self-isolate. Staff who are close contacts of a positive case do not need to self-isolate if: They are fully vaccinated They are taking part or have taken part in a Covid-19 vaccine trial They are not able to get vaccinated for medical reasons	Yellow	Green	Green	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/ DCO to monitor staff and pupil absence related to COVID-19. Seek advice from your HR provision, if required, for staff absences. If staff or pupils are identified as close contacts they are advised to: <ul style="list-style-type: none"> get a PCR test on GOV.UK to check if they have COVID-19 (even if they don't have symptoms) follow advice on how to avoid catching and spreading COVID-19 consider limiting contact with people who are at higher risk from COVID-19 						

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Pupil displays symptoms of COVID-19.	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>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</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>						

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Pupil displays symptoms of COVID-19	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff who have supported symptomatic pupils do not need to go home unless they develop symptoms (in which case they should arrange a PCR test) or they have been requested to self-isolate 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>Close contacts will be identified via NHS Test and Trace and school settings will not be expected to undertake contact tracing.</p> <p>Occurrence of a symptomatic pupil must be reported to the DCO.</p>				<p>Symptomatic individuals must self-isolate for 10 full days following the first day of symptoms and should arrange a PCR test to determine if they have COVID-19. Other members of their household (including any siblings) and other close contacts should follow NHS guidance on self isolation: When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.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>						

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A member of staff displays symptoms of COVID-19	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 their working hours 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 10 full days following the first day of symptoms and should arrange a PCR test to determine if they have COVID-19. Other members of their household and other close contacts should follow NHS guidance on self isolation: When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>If staff or pupils are identified as close contacts they are advised to:</p> <ul style="list-style-type: none"> get a PCR test on GOV.UK to check if they have COVID-19 (even if they don't have symptoms) follow advice on how to avoid catching and spreading COVID-19 consider limiting contact with people who are at higher risk from COVID-19 						

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A member of staff displays symptoms of COVID-19.	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 they have been requested to self-isolate 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>If colleagues are identified as close contacts they are advised to:</p> <ul style="list-style-type: none"> get a PCR test on GOV.UK to check if they have COVID-19 (even if they don't have symptoms) follow advice on how to avoid catching and spreading COVID-19 consider limiting contact with people who are at higher risk from COVID-19 <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 – Grit Store</p>	AP/SB	Ongoing				

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A member of staff displays symptoms of COVID-19	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	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 DfE Coronavirus Helpline.</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>Close contacts will be identified via NHS Test and Trace and school settings will not be expected to undertake contact tracing unless requested to by their local Public Health team.</p>				<p>DfE Coronavirus Helpline 0800 046 8687</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>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	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Classroom seating plans will be used, when requested by NHS Test and Trace, to assist in identifying close contacts of a positive case.</p> <p>The names or details of people with COVID-19 MUST NOT be shared unless <u>essential</u> to protect others.</p> <p>The school will not be routinely contacted to provide details of close contacts, only in exceptional circumstances (e.g. in the event of a local outbreak)</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 there is an overall rise in sickness absence where COVID-19 is suspected, then the setting will continue to work with the local health protection team to act to reduce a possible outbreak.</p> <p>DCO and Hos to monitor staff and pupil absence levels due to Covid-19</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. <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. A positive test result – follow the stay at home guidance and MUST continue to self-isolate for 10 full days following the first day of 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. <p>Other members of their household (including any siblings) and other close contacts should follow NHS guidance on self isolation:</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p>						

Pupil/staff transmission of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<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>Use of foaming hand sanitiser and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available.</p> <p>Note: hand washing is more effective than the use of hand sanitiser.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where staff/children may come into contact with people they do not normally meet. Face coverings to be worn in communal areas.</p>			<p>Government guidance for schools can be found at: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p> <p>Clear handwashing signage displayed throughout school/setting.</p> <p>Pupils asked to wash hands with soap and water before starting wraparound session.</p> <p>Caretaker will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</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>Caretaker to check stock levels and report shortages to caretaker.</p> <p>If there is a substantial increase in the number of positive cases in school (see the stepping measures up and down section for more information), a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt).</p>	AP	Ongoing				
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Pupil/staff transmission of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Social distancing measures have now ended in schools and childcare settings.</p> <p>It is no longer necessary to restrict contact between groups of children or to keep children in consistent groups or 'bubbles'.</p> <p>Maintain stocks of Covid-19 Self-Test kits and regularly encourage staff to self-test at least twice a week.</p> <p>When test kit stocks start to run low they will not be automatically despatched. More test kits will be ordered using the online re-ordering portal quoting the school's Unique Organisation Number (UON) 37055399</p> <p>Senior Leadership and staff vigilance in maintaining the key control measures of:</p> <ul style="list-style-type: none"> • Ensure good hygiene for everyone • Maintain appropriate cleaning regimes • Keep occupied spaces well ventilated • Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19 				<p>Develop contingency plans for possible local outbreaks</p> <p>If there is a substantial increase in the number of positive cases in school additional actions will be put in place which may include</p> <ul style="list-style-type: none"> • Additional enhanced cleaning routines • re-instating social distancing • re-introduction of face coverings for adults in communal spaces • consistent groupings of pupils • restricting parent/carer access to school building and playground <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p>The threshold for considering additional actions will be 5 positive cases in a single class within a 10 day period.</p> <p>To support outbreak interventions, school may be asked to increase the frequency of testing by the local Director of Public Health.</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>Enhanced daytime cleaning regimes will focus on regular, hourly cleaning of communal touch points such as door handles, banister rails, taps and hard surfaces and emptying bins.</p> <p>All toilets regularly used by staff and pupils will have touch points including toilet seats cleaned throughout the day.</p> <p>All pupils will be encouraged to thoroughly cleanse hands before and after sharing equipment.</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>The risks from any hazardous substances used for cleaning is communicated to staff via COSHH risk assessment and MSDS sheets.</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>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>Copies of COSHH Risk Assessments and MSDS available in staffroom and digitally in the H&S folder in 'Staff' on the school network Y drive.</p>	AP	Ongoing				

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Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Lower School (Y3 & Y4) and Upper School (Y5 & Y6) will continue to have staggered break and lunchtimes reducing the number of children out on the playground and moving around school at any one time.</p> <p>Whole school assemblies postponed.</p> <p>All adults in school environment reminded of government guidance regarding face coverings:</p> <p><i>'The government has removed the requirement to wear face coverings in law. Face coverings should be worn in crowded and enclosed spaces where you may come into contact with people you don't normally meet.'</i> - face coverings should be worn in communal areas</p>				<p>If there is a substantial increase in the number of positive cases in school additional actions will be put in place which may include</p> <ul style="list-style-type: none"> • Additional enhanced cleaning routines • re-instating social distancing • re-introduction of face coverings for adults in communal spaces • consistent groupings of pupils • restricting parent/carer access to school building and playground 						
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 wraparound sessions regarding key control measures;</p> <ul style="list-style-type: none"> • Social distancing • Cough / sneeze into tissue • Washing hands 										

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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.	Build hand washing/sanitisation into the routine of the wraparound/holiday club session; <ul style="list-style-type: none"> On arrival Before/after eating Before/after sharing resources/ Equipment Before/after break All staff to communicate behaviour expectations to pupils and discuss possible sanctions with pupils and parents/carers.										
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. 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 the trust's 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.	Contractors will be sent a 'Contractor Induction Form' in advance of arrival which includes current COVID-19 safety measures.				Operations Manager to conduct contractor induction and maintain a record.	SB	When required				

Hazards Considered Step 1	Who might be harmed and how Step 2	Existing Control Measures: Step 3	Risk Rating			Further action Step 4 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Inadequate management of contractors and/or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Key procedures for working in the school environment and COVID-19 controls discussed with visitors/contractors on arrival. Pre-booking system in place for contractors and visitors.										
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. 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) Doors propped open (to minimise hand contact and aid ventilation) MUST be closed on sounding of the fire alarm and at the end of the school day. Fire doors close automatically on the sounding of the fire alarm.				External FRA (Steve Gore Arc Partnership) – No Significant Action Points SBM will be responsible for updating any fire evacuation routes. Caretaker will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book. Caretaker will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.	Arc SB AP AP	15.06.21 When required Weekly Daily	15.06.21			

Hazards Considered Step 1	Who might be harmed and how Step 2	Existing Control Measures: Step 3	Risk Rating			Further action Step 4 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
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>Fire evacuation routes kept clear at all times and safe egress from the building maintained.</p> <p>Staff familiar with fire evacuation routine and routes.</p> <p>Children briefed on evacuation procedures.</p> <p>Termly fire evacuation drill.</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>				SBM will be responsible for reviewing PEEPs regularly and amending support plans as required.	SB	When required				
Inadequate first aid provision	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>Multiple members of staff with current Paediatric First Aid certificates.</p> <p>First Aid training for key staff updated 18.06.21.</p> <p>Staff aware of procedure for managing a symptomatic individual.</p> <p>Staff aware of MIR procedures.</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>						

Hazards Considered Step 1	Who might be harmed and how Step 2	Existing Control Measures: Step 3	Risk Rating			Further action Step 4 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4			Risk Rating				
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating		
Inadequate first aid provision	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 Risk Assessment reviewed regularly and updated. First aid kits suitably located, well stocked and checked routinely. Staff aware of method for contacting emergency services – signage in school office.				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								
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. Access to school building restricted, entry by pre-arrangement only.				If necessary follow the school's Behaviour Policy. Entry to school site denied. All incidents where staff experience violence, verbal abuse or aggression MUST be reported to a member of the Senior Leadership Team.								
Assessor Signature: 			Date: 08.12.21			Head of School Signature: 			Date: 08.12.21			Review Frequency: Fortnightly/when significant changes occur		

Updates (Version History)

Updated to V3 – DCO/ use of face masks/enhanced cleaning/electrostatic fogging machine/winter flu vaccine.	Date: 27.08.20
Updated to V4 – school issued testing kits, lunchtime arrangements, foaming hand sanitiser lab certification, agency cleaners' H&S induction.	Date: 11.09.20
Updated to V5 – ventilation, reading books, PE kits, face coverings for all adults on school site, including playground.	Date: 02.11.20
Updated to V6 – 2 nd partial closure see School Risk Assessment Jan 2021 (version 6) Summary of Changes.	Date: 05.01.21
Revert to V5 on full school re-opening 08.03.21	Date: 08.03.21
Updated to V5.2 – Parent/carers face coverings not required on playground, COSHH RAs on staffroom H&S noticeboard, singing. Maintain this version to the end of the Summer term.	Date: 17.05.21
Version 7 September 2021 – treat as new Risk Assessment and review fortnightly (next updated version will be 8)	Date: 27.09.21
Version 8 December 2021 – updated due to new guidance on face coverings. treat as new Risk Assessment and review fortnightly (next updated version will be 9)	Date: 01.12.21

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.