



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

<b>Operations/Work Activities covered by this assessment:</b>	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
<b>Site Address/Location:</b>	Lady Bay {Primary School	<b>Department/Service/Team:</b>	Lady Bay {Primary School  Reviewed November 2020 Reviewed January 2021 Reviewed March 2021 <b>Reviewed April 2021</b>

**Note:** A person specific assessment **MUST** be carried out for young persons, pregnant women and nursing mothers

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Daily checks are made with the Government online guidance.  Government guidance may be issued overnight, checks must be made prior to opening each day.  Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, School based Union Reps, Academy Trust etc. via email and staff meetings  Changes to school arrangements will be	L	L	L	Steve Border (HT) will be responsible for checking government guidance daily. In their absence Tracey Keane (DHT) will fulfil this role. Government COVID-19 guidance is available via; <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  Government guidance relating to schools and other educational settings is available via; <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>  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   <a href="mailto:dfecoronavirushelpline@education.gov.uk">dfecoronavirushelpline@education.gov.uk</a>  Information being shared with staff when appropriate and discussed at SLT	HT	Daily and when appropriate	Ongoing	L	L	L

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		<p>communicated to parents via Newsletter, email or text.</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p>				<p>March 2021 – Information continued to be shared with staff when relevant</p>						
Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1<sup>st</sup> 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>Nicky Oakes (SENCO) 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</p>	L	L	L	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Government guidance relating to the safe putting on and removal of PPE is available via: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&amp;S Team for assistance at <a href="mailto:hands@nottscg.gov.uk">hands@nottscg.gov.uk</a>.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p>	All Staff and pupils	8.3.21	Ongoing	L	L	L

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		<p>communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p>				<p>Identify children who are more clinically vulnerable Share this with staff Ensure these children are closely monitored when washing hands Where possible, ensure they are kept 1m away from staff and other children including those in the same bubble EYFS and year 1 will not be front facing as they are unable to socially distance</p> <p>November 2020 – There are no children deemed to need to shield currently although we do have some children in school who are vulnerable.</p> <p>January 2021 – We will identify any further children who are vulnerable and put in necessary support</p> <p>March 2021 – Children all should be returning to school as set out by the government. School to revert back to previous measures (before lockdown 3) to ensure we keep any vulnerable children as safe as possible.</p> <p><i>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic</i> guidance is available and will be implemented. The guidance document is available via: <a href="https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance">https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</a></p>						
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	From 1 <sup>st</sup> August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace.	L	L	L	Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-</a>	Vulnerable staff	8.3.21	Ongoing and risk assessment completed by 24.7.20	L	L	L

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		<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 <b>MUST</b> be documented within an individual risk assessment (for example expectant mothers).</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.</p>				<p><a href="#">shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Government guidance for staying alert and safe (social distancing) <del>clinically vulnerable people</del> is available via:  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p> <p>If an employee is deemed vulnerable is and requires additional risk controls, then a specific individual risk assessment <b>MUST</b> 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"> <li>• Age</li> <li>• Ethnicity</li> <li>• Sex</li> <li>• Underlying health conditions</li> <li>• Pregnancy</li> </ul> <p>Head Teachers <b>MUST</b> 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>JAN 2021 – Staff will receive updated RA. Government guidelines recommend that only CEV people need to shield. All staff including CV staff are to follow this risk assessment. All staff</p>						

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						<p>are at risk of exposure to COVID as we are in a Tier 4 area. Staff will be encouraged to wear a face covering in communal areas. Anti-bac and sanitiser is available to use in communal areas. Where possible staff will remain with a year group bubble. Parents have been reminded to wear a mask when dropping off and collecting children. Parents will continue to be required to remain outside of the school premises to limit possible spread.</p> <p>Staff in different bubbles will only meet in rooms where they can socially distance or on TEAMS.</p> <p>March 2021 – RA updated and shared with staff before reopening. As above – staff remain in year group bubbles where possible but there are some staff who need to move between to ensure we support all children. Staff have the opportunity to take lateral flow tests and some have had the vaccine 1 member of staff now working from home as they have MS and their consultant has recommended her to shield for 4 weeks until the vaccine works.</p> <p>April 2021- Lower school hall being used for intervention space to allow for staff to be spaced out and as a dining area for staff lunch. Not being used for PE.</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:  <a href="https://www.nottinghamshire.gov.uk/schoolsporta//health-and-safety/risk-assessment">https://www.nottinghamshire.gov.uk/schoolsporta//health-and-safety/risk-assessment</a></p>						

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						Any individual risk assessments for staff <b>MUST</b> 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 <b>MUST</b> be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.						
						<p>Transition visits have been made by teachers who are shielding</p> <p>Phone conversations have been held to discuss anxieties about returning and to ensure staff wellbeing.</p> <p>Handwashing has been encouraged to be done frequently throughout the day.</p> <p>Extra hand sanitiser has been provided for classrooms.</p> <p>Cleaning equipment has been provided for all classrooms</p> <p>School is looking into increased cleaning hours during the school day.</p> <p>All children and staff in separate year group bubbles ensuring the staff keep a social distance where possible.</p> <p>All children front facing in the classroom</p> <p>November 2020 –</p> <p>Jan 2020- Staff who were employed last year to clean touch points during the school day will continue to carry out these duties to limit the spread of COVID.</p> <p>March 2021 – as above - Staff who were employed in autumn to clean touch points during the school day will continue to carry out these duties to limit the spread of COVID.</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.	Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.  Marj Masters (business manager) and Steve Border	L	L	L	NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</a> Staff informed to self-isolate and to arrange a test. Staff to return to work if negative, if positive, staff follow guidelines.	All Staff and pupils	8.3.21	Ongoing	L	L	L

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		<p>monitor staff absence related to COVID-19.</p> <p>Seek advice from your HR provision if required for staff absences.</p>				<p>March 2021 – RA updated and shared with staff before reopening. As above – staff remain in year group bubbles where possible but there are some staff who need to move between to ensure we support all children. Staff have the opportunity to take lateral flow tests and some have had the vaccine</p> <p>April 2021 – Parents' evening to be done over the phone to limit risk of transmission</p>						
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 <b>MUST</b> be followed if pupils become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough,</li> <li>• A high temperature, or;</li> <li>• A loss of or change in their normal sense of taste or smell (anosmia).</li> </ul> <p>Symptomatic child will be moved to Oval Office which is used as the isolation area until parent arrives for collection.</p> <p>Staff supervising pupils in isolation area <b>MUST</b> maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE <b>MUST</b> be worn.</p>	M	M	M	<p>NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p>Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via email and staff meeting.</p> <p>Parents provided with information about key symptoms via email/newsletter 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>Symptomatic individuals must self-isolate for at least 7 -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: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Arun Nath with Steve Border and Tracey Keane will be responsible for setting up the isolation area. The following elements <b>MUST</b> be included (wherever possible);</p>	All Staff and pupils	8.3.21	Ongoing	L	L	L

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		<p>A suitable isolation area <b>MUST</b> be set up in school.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the pupil with symptoms <b>MUST</b> 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 <b>MUST</b> be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p>				<ul style="list-style-type: none"> <li>• A room with a door that can be closed</li> <li>• Supervision provided for pupil(s) in the isolation area.</li> <li>• A window available and opened for ventilation.</li> <li>• Access to a separate bathroom (in case needed whilst awaiting collection).</li> <li>• An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school.</li> <li>• A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)).</li> <li>• Signage displayed to indicate the isolation area advising “no entry”.</li> <li>• A record <b>MUST</b> be kept of everyone the person has been in contact with and monitor for 14 days.</li> </ul> <p>If it is not possible to isolate individuals, they <b>MUST</b> 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 <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• A fluid-resistant surgical face mask</li> </ul> <p>If contact with the child is required, then the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable apron</li> <li>• Fluid-resistant surgical face mask</li> </ul> <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable apron</li> <li>• Fluid-resistant surgical face mask</li> <li>• Eye protection (e.g. face visor or goggles)</li> </ul>						



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		<ul style="list-style-type: none"> <li>Placing in a plastic rubbish bag – tied when full.</li> <li>Plastic bag placed in a second bin bag and tied.</li> <li>Bins <b>MUST</b> be emptied regularly throughout the day</li> <li>Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> <li>Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours.</li> </ul> <p>Follow NHS Test and Trace process.</p>				<p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Further guidance is available via:  <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&amp;S Team for assistance at <a href="mailto:hands@nottscg.gov.uk">hands@nottscg.gov.uk</a>.</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:  <a href="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">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</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at:  <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p> <p><i>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic</i> guidance is available and will be implemented. The guidance document is available via:  <a href="https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance">https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</a></p>						

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						<p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone <b>MUST</b> 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: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></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"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard</li> <li>• Away from pupils</li> </ul> <p>November 2020 update – We have had to use the Covid room on a couple of occasions.</p> <p>March 2021 – Covid room to remain the same and all staff briefed on what to do if a child displays symptoms., April 2021 – Covid room to remain the same place</p>						
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in themselves and colleagues.  The Government stay at home guidance <b>MUST</b> be followed if staff become unwell with;	M	M	M	<p>NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Symptomatic individuals must self-isolate for at least 7 – 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any</p>	All Staff and pupils	8.3.21	Ongoing	L	L	L

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		<ul style="list-style-type: none"> <li>A new continuous cough,</li> <li>A high temperature, or;</li> <li>A loss of or change in their normal sense of taste or smell (anosmia).</li> </ul> <p>If staff feel unwell with the above symptoms during the school day they <b>MUST</b> 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>The area around the person with symptoms <b>MUST</b> 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 <b>MUST</b> be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used</p>				<p>siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></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 <b>MUST</b> wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>-</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></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"> <li>Fire risk</li> <li>Impede emergency exit routes</li> <li>Trip hazard</li> <li>Away from pupils</li> </ul> <p>November 2020 - We haven't had anyone display symptoms at work. Staff are clear on what they are to do if they do show symptoms. Also, some staff have been off to take tests.</p> <p>January 2021 – 1 Midday tested positive and isolated. She had not been in close contact form anyone at this school</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>Placing in a plastic rubbish bag – tied when full.</li> <li>Plastic bag placed in a second bin bag and tied.</li> <li>Bins <b>MUST</b> be emptied regularly throughout the day</li> <li>Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> <li>Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours.</li> </ul> <p>Follow NHS Test and Trace process.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>				<p>March 2021 – Staff are aware of procedures fi they feel they have Covid symptoms. Lateral flow tests will help to find asymptomatic cases</p>						
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.	L	L	L	Contact information for local Public Health England health protection teams are available via: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>	All staff and pupils and HT leading	8.3.21	Ongoing	L	L	L

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 (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health 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>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups <b>MUST</b> be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p>				<p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via staff meeting.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via newsletter</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> <li>Staff and pupils <b>MUST</b> not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>Book a test if displaying symptoms via: <a href="https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested">https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested</a>. 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.</li> <li>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.</li> <li>Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19.</li> </ul> <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li><a href="https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested">https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested</a></li> <li>Ordered by phone NHS 119 (for those without access to the internet).</li> </ul> <p>On receiving test results the following action must be taken:</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>The names or details of people with COVID-19 <b>MUST</b> not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence <b>MUST</b> 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>				<ul style="list-style-type: none"> <li>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.</li> <li>A positive test result – follow the stay at home guidance and <b>MUST</b> continue to self-isolate for at least 7 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.</li> </ul> <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> <li>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).</li> <li>Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual.</li> <li>Travelling in a small vehicle with an infected person.</li> </ul> <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"> <li>An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> </ul>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<ul style="list-style-type: none"> <li>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;</li> <li>A worker dies as a result of occupational exposure to coronavirus.</li> </ul> <p>Before submitting the RIDDOR report please contact the H&amp;S Team for further advice and support via <a href="mailto:hands@nottsc.gov.uk">hands@nottsc.gov.uk</a>.</p> <p>November 2020 - We have had to send 1 year group bubble home and are now clear on the procedure and have the letter to send to parents. Office staff and teaching staff aware too. We have displayed in HT office the procedure from the LA and this has been shared with staff</p> <p>January 21 – We had to ask Foundation children and staff to isolate over the Christmas Holiday after a FS child tested positive.</p> <p>March 2021- Staff are aware that, if there is a confirmed case, they will have to work from home/isolate and provide remote learning..</p>						
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Individuals (including staff, pupils, visitors, contractors etc.) <b>MUST</b> not come into school if they have COVID-19 symptoms or have tested positive in the last 7 -10 days.  All those within the school, including, teaching staff, support staff, pupils, visitors and contractors <b>MUST</b> follow current advice.  Signage will be displayed around school to indicate	M	M	M	<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"> <li>Before leaving home</li> <li>On arrival at school</li> <li>After using the toilet</li> <li>After breaks / sporting activities</li> <li>When changing rooms</li> <li>Before food preparation</li> <li>Before and after eating any food (inc. snacks)</li> <li>Before leaving school</li> </ul>	All Staff and pupils	8.3.21	Ongoing and reviewed regularly	L	L	L

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 (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> <li>Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so.</li> <li>Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.</li> <li>Lidded bins <b>MUST</b> be used.</li> </ul> <p>Tissues provided in classrooms.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to</p>				<p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</p> <p>Arun Nath and Marj Masters 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>Government guidance for full opening: schools <del>relating to implementing protective measures in education and childcare settings</del> is available via: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> <li>Sitting children side by side at desks facing forward that are spaced apart where possible</li> <li>Ensuring everyone queues and eats further apart than normal</li> <li>Keeping apart when in the playground or doing any physical exercise</li> <li>Visiting the toilet one after the other</li> <li>Staggering break times</li> <li>Putting guidelines on the floor in corridors</li> <li>Avoiding unnecessary staff gatherings.</li> </ul> <p>Social distancing for very young children will be harder to maintain. Staff to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p>						



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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>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>Staggered arrival and leaving times and in their year group bubbles Year group bubbles will not mix during the day Children who attend breakfast club will be in year group bubbles</p> <p>November 2020 – logistics on entry and exit from school. Bubbles at break and lunch and the organisation of the day has been discussed and we are happy to continue as we are.</p> <p>January 2021 – Reviewed and continuing with existing measures</p> <p>March 2021 – We are returning to the way it was in Autumn term so all staff are aware of all procedures. Information has been reshared with staff. We are alternating assemblies to ensure there is no risk of transmission where children have sat</p> <p>April 2021 – Assemblies remain in year groups and done in different spaces to limit transmission</p>						
Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Social distancing <b>MUST</b> be maintained wherever possible ensuring that staff and pupils are spaced out at all times.</p> <p>Children, young people and staff to only mix in a consistent group.</p> <p>Groups to remain 2m away from each other wherever possible. Consider limiting interaction, sharing rooms and social spaces between groups as much as possible.</p> <p>Key Stage 4 / 5 small groups wherever possible, in some</p>	L	L	L	<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"> <li>• Avoid contact with anyone with symptoms</li> <li>• Frequent hand cleaning and good respiratory hygiene practices</li> <li>• Regular cleaning of settings (Inc. throughout the school day)</li> <li>• Minimising contact and mixing</li> </ul> <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 <b>MUST</b> do this <u>when circumstances allow</u>.</p>	All Staff and pupils	8.3.21	Ongoing and reviewed regularly	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>cases due to the range of curriculum subjects this may need to be the size of a year group.</p> <p>Key Stage 3 and Primary schools to implement small groups (class sized or smaller) wherever possible.</p> <p>Pre-school children in early years settings to continue to apply the staff to child ratios and use these to group children.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</p> <p>Wherever possible staff should stay at the front of the class to teach lessons.</p> <p>Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</p>				<p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone.</p> <p>Older pupils should be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Government guidance for full opening: schools is available via:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group or cover lessons if working under the direction of qualified or nominated teacher.</p> <p>Pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out in guidance available via:  <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a></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"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> <li>• Manual handling</li> </ul> <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>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Adapt classrooms to support distancing where possible. Move unnecessary furniture out of classrooms to make more space.</p> <p>Pupils to be seated side by side facing forwards.</p> <p>Desks are spaced as far apart as possible (wherever possible 2m apart).</p> <p>Consider seating students at the same desk on each day if they attend on consecutive days.</p>				<p>Specialists, therapists, clinicians, PP Tutors and other support staff for pupils with SEND should provide interventions as usual.</p> <p>November 2020 – We have kept visitors down to a minimum. We have tried to do training online where possible. Social distancing has been improved with staff at lunch</p> <p>January 2021 – Where possible, staff will work in the same bubble and wear face masks in communal areas. Cleaning on touch points during the day will continue.</p> <p>March 2021 – We will continue to keep visitors down to a minimum. We will also be working in year group bubbles where possible and limiting staff between these. There will be some crossing to support children but this runs in line with the DFE guidance.</p> <p>April 2021 – As above with intervention spaces and ensuring these are spaced out</p>						
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces, shared areas used by different groups and toilet spaces are cleaned throughout the school day.</p> <p>Increased cleaning regime in Early years / Infant equipment needs to be cleaned before and after use.</p> <p>Refer to government guidance for managing playgrounds when using fixed play equipment, including;</p>	M	M	M	<p>Arun Nath 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: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></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"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> </ul> <p>Government guidance for managing playgrounds and outdoor gyms is available via: <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-</a></p>	All Staff and pupils	8.3.21	Ongoing	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> <li>Limit number of users (e.g. one group at a time).</li> <li>Implement a cleaning regime (particularly between group use).</li> <li>Wash hands before and after use.</li> </ul> <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 <b>MUST</b> not be propped open.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> <li>Cutting and sticking</li> <li>Painting and gluing</li> <li>Indoor / outdoor construction toys.</li> </ul> <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p> <p>The risks from any hazardous substances used</p>				<p><a href="#">outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a></p> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</a></p> <p>School is looking to employ a cleaner for additional hours and clean 11-2pm</p> <p>There are additional cleaning products around school to allow staff to clean surfaces and touch areas, to help prevent the spread of C19. Children will remain in Year group bubbles during the day.</p> <p>November 2020 – We have employed middays to do additional cleaning of the frequently touched surfaces. Cleaning staff are aware of when a year group went home and did a deep clean after leaving it in quarantine for two weeks.</p> <p>January 2021 – Additional. Cleaning hours to continue</p> <p>March 2021 – Additional cleaning hours will continue, staff to ensure that children wash hands frequently and wipe down hardware (iPads, Computers) between using them.</p> <p>April 2021 – As a part of the new school budget, we have ensured we have continued the additional cleaning hours</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>for cleaning <b>MUST</b> be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p>										
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Review the school timetable:</p> <ul style="list-style-type: none"> <li>Decide which lessons or activities will be delivered</li> <li>Use timetable and selection of classrooms or other learning environments to reduce movement around school</li> <li>Consider supplementing</li> </ul>	M	M	M	<p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: <a href="http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx">http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</a></p> <p>CLEAPSS has issued guidance for D&amp;T Departments and COVID-19 available via: <a href="http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx">http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</a></p> <p>Children have individual cups at dinner time which are washed between use</p> <p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils to have own equipment which remains with them. Storage of these items can be placed on the desk in individual trays.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this</p>	All Staff and pupils	8.3.21	Ongoing	L	L	L

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 (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>remote education in secondary schools and colleges with face to face support</p> <p>Specific consideration <b>MUST</b> be given to the effect of school closures and working within D&amp;T and Science.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups.</p> <p>Staff and pupils to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>It is recommended that pupils to have their own equipment provided and remain with this equipment. For example; pens, books, glue sticks, laptops / tablets. Items to be cleaned frequently.</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups (e.g. sports,</p>				<p>does not contribute to pupil education and development. Cleaning and rotation of items to be followed.</p> <p>Government guidance for full opening: schools <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>School is looking to employ a cleaner for additional hours and clean 11-2pm</p> <p>There are additional cleaning products around school to allow staff to clean surfaces and touch areas, to help prevent the spread of C19. Children will remain in Year group bubbles during the day</p> <p>November 2020 – children are aware of limiting what they bring into school. They have been very good at limiting sharing of resources. Individual dinner times and eating in classrooms has limited the possibility of the virus spreading. PE timetable and planning was amended to ensure PE equipment was not shared between year group bubbles.</p> <p>Jan 2021- FS and Year 1 can come to school in PE kits</p> <p>March 2021 – As above – children will be able to come into school in their PE kit for younger children and they will limit the amount of equipment they bring into school</p> <p>April 2021 – As above</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>art and science equipment) should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p> <p>Pupils to work in as small groups as possible.</p> <p>Pupils should work / play outside as often as this is possible.</p> <p>When working inside, pupils should be in groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance wherever possible.</p>										
Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>There may be an additional risk of infection when singing, chanting, playing wind / brass instruments or shouting. Implement additional actions to reduce risk, including;</p> <ul style="list-style-type: none"> <li>Physical distancing between individuals.</li> <li>Playing outside wherever possible.</li> <li>Limiting group size to 15 pupils.</li> </ul>	M	M	M	<p>If using external contractors to support activities, ensure that risk controls and arrangements are formally communicated. Where appropriate request a copy of their own risk assessment.</p> <p>Risk assessment requested from external providers</p> <p>Sports equipment to be wiped down between use</p> <p>Music resources to be wiped down between sessions. Focus initially on not using instruments</p> <p>November 2020 – music teacher is very aware of not sharing instruments. Children facing forward for singing when it happens. PE equipment not</p>	All Staff and pupils	8.3.21	Ongoing and reviewed	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> <li>Position pupils back-to-back or side-to-side.</li> <li>Do not share instruments.</li> <li>Ensure good ventilation.</li> <li>Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies.</li> </ul> <p>Physical education, sport and physical activity can be provided within current control measures. The following must be considered:</p> <ul style="list-style-type: none"> <li>Pupils to be kept in consistent groups for sporting activities.</li> <li>Sports equipment to be cleaned between each use by different groups.</li> <li>Contact sports avoided.</li> <li>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.</li> </ul>				<p>shared between year group bubbles due to planning changes.</p> <p>January 2021 – No indoor PE continuing. Sports equipment not shared and planning for all year groups to ensure nothing is covered at the same time.</p> <p>March 2021 – We will continue to ensure children are outside for PE for the majority of the time and relook at indoor PE for gymnastics in the future. Currently, in music sessions, the specialist teacher has ensured the children have not been singing and sharing equipment.</p> <p>April 2021 – as above until the guidance changes and we can introduce instruments back into the curriculum. So indoor gym/dance in the diner but it is a well-ventilated space</p>						



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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> <li>External facilities can be used in line with government guidance including transport to and from such facilities.</li> <li>External coaches, clubs and organisations can be used for curricular and extra-curricular activities.</li> </ul>										
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> <li>On arrival</li> <li>Before / after break</li> <li>Before / after lunch</li> <li>Before leaving school</li> </ul> <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> <li>Social distancing</li> <li>Cough / sneeze into tissue</li> <li>Washing hands</li> </ul> <p>Behaviour policy to be implemented where appropriate.</p>	L	L	L	<p>Consider implications on the behaviour policy and review as necessary.</p> <p>Behaviour policy to be reviewed by September and shared with staff, parents and children</p> <p>Behaviour at school is excellent and children have shown they understand and follow the rules</p> <p>November 2020 – pupils are very aware of the control measures, understand the changes to the behaviour policy and have behaved incredibly well. Very few instances of poor behaviour. Behaviour in some places has improved due to less children being outside.</p> <p>January 2021 – no updates needed. Behaviour was very good as outlined in the behaviour report December 2020</p> <p>March 2021 – children have had a zoom meeting before returning so that they know the expectations and are reminded of handwashing and distancing. This message will be reiterated when the children return fully.</p>	All staff, children and parents	March 2021	By 7.9.20 and reviewed regularly	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).</p> <p>Parents / Carers advised only one individual to accompany children to the education / childcare setting.</p> <p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>Arrangements for break times and lunch times <b>MUST</b> be reviewed to enable social distancing (e.g. stagger timings).</p> <p>Arrangements for the movement of pupils around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p> <p>Consider one-way circulation around the building.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Avoid large gatherings</p>	L	L	L	<p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via newsletter and email. This information to be provided to parents prior to school reoccupation.</p> <p>Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.</p> <p>New timetable in place and will be with staff and parents by Thursday 16<sup>th</sup> July 2020.</p> <p>November 2020 – where possible, meeting have happened over Teams and large groups are not mixing. At lunch, staff are at a distance and are ensuring they stay over 2m away from each other.</p> <p>January 2020 – message to be sent to parents to ask them to ensure they wear a mask at the school gates and not to linger. Staff to be encouraged to wear a mask in communal areas.</p> <p>March 2021 – frequent messages have been sent to parents so that they do not congregate at the school gates. HT to continue to do this to ensure parents distance and do not socialise.</p> <p>April – continue to add on newsletters and share LA messages about distancing at the school gate. Continuation of staggered times to limit transmission</p>	All staff, children and parents	March 2021	Ongoing and reviewed regularly	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>such as assemblies or collective worship with more than one group.</p> <p>Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff.</p>										
<p>Risk of transmission whilst using school transport.</p> <p>N/A</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Wherever possible pupils to remain in their designated groups (e.g. by class, year group etc.)</p> <p>Hand sanitiser to be used upon boarding and disembarking.</p> <p>Vehicles to be subject to increased cleaning.</p> <p>Queuing and boarding to be organised and distanced where possible.</p> <p>Distancing within vehicles wherever possible.</p> <p>Pupils (over the age of 11) to use face coverings, where appropriate e.g. if they are likely to come into very close contact with people outside</p>				<p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> <li>Encourage parents, children and young people to walk or cycle to their education setting where possible.</li> <li>Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19</li> <li>Transport providers follow hygiene rules and try to keep a distance from their passengers</li> <li>Take appropriate action to reduce risk if hygiene rules and social distancing is not possible (e.g. transporting children and young people with complex needs who need support to access vehicle / fasten seatbelts).</li> <li>Implement a process for safe removal of face coverings.</li> <li>Consider staggered start times for those using wider public transport to avoid travel outside of peak hours.</li> </ul> <p>Government guidance for face coverings in education is available via:</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 (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>of their group or who they do not normally meet.</p> <p>School transport drivers are <b>NOT</b> required to wear a face covering by law.</p> <p>Staff to wear face coverings when unable to maintain social distancing in passenger facing roles e.g. supporting disabled passengers.</p>				<p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p>January 2021 – N/A</p> <p>March 2021 – N/A</p> <p>April 2021 – N/A</p>						
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.	<p>Local supply chains <b>MUST</b> be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to reopening.</p> <p>Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service.</p> <p>Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.</p>	L	L	L	<p>Marj Masters (Business manager) and Arun Nath will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>Marj Masters (Business manager) and Arun Nath will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p> <p>Where there is an unmet urgent need for PPE please contact your local authority. Within Nottinghamshire please email <a href="mailto:ppe@nottscc.gov.uk">ppe@nottscc.gov.uk</a> for assistance.</p> <p><i>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic</i> guidance is available and will be implemented. The guidance document is available via: <a href="https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance">https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</a></p>	MM and AN	15.7.20	Ongoing	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<p>November 2020 – To date, we have not had any issues getting the PPE we require to maintain safety standards.</p> <p>January 2021 – we still have enough supplies and no need for further PPE resources.</p> <p>March 2021- as above, we have no issues getting required PPE</p> <p><b>April 2021 – no issues</b></p>						
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> <li>• Method of signing in</li> <li>• Maintenance of safeguarding controls / security</li> <li>• Physical barrier to protect those working in reception</li> </ul>	L	L	L	<p>Marj Masters and Steve Border to review and implement adaptations to reception area.</p> <p>Marj Masters to conduct contractor induction and maintain a record.</p> <p>The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</a></p> <p>November 2020 – All visitors have been managed effectively and must wear a mask on site.</p> <p>January 2021 – no updates required for this.</p> <p>March 2021 – we have had no issues with this, all contractors have been informed of expectations.</p> <p><b>April 2021 – As above</b></p>	MM and SB	15.7.20	Ongoing	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> <li>Social distancing marking</li> <li>Signage on gate / door advising of procedures</li> <li>Inform of procedures via intercom</li> <li>Frequent cleaning regime of hand contact points</li> <li>Hand gel available</li> <li>Drop box for parents to return letters and other items.</li> </ul> <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p> <p>Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.</p>										
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>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g.</p>	L	L	L	<p>Steve Border and Arun Nath will be responsible for reviewing the fire risk assessment.</p> <p>Steve Border and Arun Nath will be responsible for updating any fire evacuation routes.</p> <p>Steve Border and Arun Nath will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p>	All Staff and pupils	March 2021	Ongoing review	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>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) <b>MUST</b> be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors <b>MUST</b> not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building <b>MUST</b> 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 meeting and email.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed on first day of re-occupation and</p>				<p>Steve Border and Arun Nath will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Steve Border and Arun Nath 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: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</a></p> <p>SB and AN to review in September (first week) and have a practise to see measures in place</p> <p>November 2020 – We undertook fire drills to ensure children we aware of slight changes to the fire plan.</p> <p>January 2021 – We will ensure we have another fire drill this term.</p> <p>March 2021 – We will be having a fire drill when all children return and see what lessons need to be learned from it, if any</p> <p>April 2021 – Fire drill was effective in spring term. We will be doing another in summer term</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) <b>MUST</b> 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 <b>MUST</b> 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 or incorrect first aid treatment.	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p>	L	L	L	<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: <a href="https://www.hse.gov.uk/pubns/books/l74.htm">https://www.hse.gov.uk/pubns/books/l74.htm</a></p> <p>The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via: <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></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: <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal</p>	All Staff and pupils	15.7.20	Ongoing	L	L	L



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 (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating	
		<p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>				<p>via: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment</a></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&amp;S Team for assistance at <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a>.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p> <p><i>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic</i> guidance is available and will be implemented. The guidance document is available via: <a href="https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance">https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</a></p> <p>November 2020 – To date, we have had no issues with inadequate first aid provision. We have lots of members of staff trained and all incidents have been dealt with effectively</p> <p>January 2021 – No change since the last update</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 (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<p>March 2021 – We have no issues as we have lots of first aid trained individuals. We do have an issue currently with booking refreshers as we are struggling to find a provider</p> <p>April 2021 – We have just updated 2 first aiders to ensure we have enough staff</p>						
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.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff received Coping with Risky Behaviours (CRB) training as necessary.</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.</p>	L	L	L	<p>All incidents where staff experience violence, verbal abuse or aggression <b>MUST</b> be reported on Wellworker as “physical violence” or “verbal abuse or threat”. Wellworker can be accessed via: <a href="https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true">https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true</a></p> <p>All incidents will be dealt with by the HT or DHT</p> <p>November 2020 – We have had no staff experience violent threats of inappropriate behaviour.</p> <p>January 2021 – We have nothing to add to this section</p> <p>March 2021 – nothing to update</p> <p>April 2021 – Nothing to update</p>	SB and TK	15.7.20	Ongoing as and when required	L	L	L
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions						<p><b>Review Date (Step 5): Weekly review and revisit week commencing 28.9.20</b></p> <p>Reviewed Nov 2021.</p> <p>Reviewed Jan 2021.</p> <p>Reviewed March 2021</p> <p>Reviewed April 2021</p>						
Assessors Signature:			Date:			Authorised By:			Date:			

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 <b>(The event is unlikely to happen)</b>	Medium <b>(It is fairly likely it will happen)</b>	High <b>(It is likely to happen)</b>
Likelihood of Harm Occurring				

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	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.
<b>High</b>	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 <b>MUST</b> have a written method statement/safe system of work and arrangements <b>MUST</b> be made to ensure that the controls are maintained and monitored for adequacy.