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

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| **Operations/Work Activities covered by this assessment:**  | COVID-19: implementing protective measures in education settings |
| **Site Address/Location:**  | Ash Lea School  | **Department/Service/Team:** | Education |
| **Note:** A person specific assessment **MUST** be carried out for young persons, pregnant women and nursing mothersA risk register has been carried involving all pupils; all pupils RAG rated red has an individual RA. All RA can be found on One drive [https://cotgraveashleaschool-my.sharepoint.com/:f:/g/personal/kate\_davies\_ashlea\_notts\_sch\_uk/Eif8GVkGQdhJssYYxCov87cBdJvDWsy8z1BAszeL-VX0pQ?e=pSe10m](https://cotgraveashleaschool-my.sharepoint.com/%3Af%3A/g/personal/kate_davies_ashlea_notts_sch_uk/Eif8GVkGQdhJssYYxCov87cBdJvDWsy8z1BAszeL-VX0pQ?e=pSe10m)  Currently staff who are pregnant are continuing to work from home and are not required to come to school. Ash Lea School is a provision for children and young people with complex needs. There are currently 91 children on roll. Due to the nature of the children’s learning difficulties social distancing and managing their own hygiene is extremely difficult.This Risk Assessment is the model one for NCC and the SLT at school have added and amended it. Anything is black is the original model RA and anything in blue has been added by school. Some statements in black are not applicable to our setting and will be ~~strikthrough.~~As well this RA other documents have been amended:* Fire evacuation procedure and any individual PEEPs will also be reviewed.
* RA for first aid / first aiders
* RA for clinical waste /dealing with bodily fluids
* Health and Safety policy
* Child protection policy
* Infection control policy
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| Hazards Considered*Step 1 (Clause 3.1)* | Who might be harmed and how*Step 2**(Clause 3.2)* | Existing Control Measures:*Step 3**(Clause 3.3)* | Risk Rating  | Further action *Step 3**Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | Risk Rating |
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| Likelihood | Severity  | Risk Rating | Who | When | Complete | Likelihood | Severity  | Risk Rating |
| *(Name)* | *(Date)* | *(Date)* |
| 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, Union Reps, etc. via at last weekly emails to staff, daily F2F briefly in hall, daily governor briefing, weekly meeting between HT and CoGChanges to school arrangements will be communicated to parents via parent post; email and textChanges to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers / support staff. | L | H | M | Head teacher will be responsible for checking government guidance daily. In their absence Assistant head teachers will fulfil this role. Government COVID-19 guidance is available via;<https://www.gov.uk/coronavirus>Government guidance relating to schools and other educational settings is available via;<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>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 |  |  | 3.6.2020 | L | S | M |
| Pupils identified as at increased risk and exposed to COVID-19. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | **Children and young people (0 – 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield.****Clinically extremely vulnerable children are not expected to be attending school and should continue to be supported at home as much as possible.**If a child is deemed clinically vulnerable (but not clinically extremely vulnerable), parents **MUST** follow medical advice provided for their child. If a child who is clinically vulnerable wants to return to school; school will either update RA or complete a new oneIdentify pupils who are clinically extremely vulnerable and clinically vulnerable. SLT and class teachers to communicate appropriately with their most vulnerable children and health care plans updated where necessary. Currently happening on a weekly basis for all children not in school. Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans. Ensure enough qualified and trained staff to administer medication. Trained staff in each bubble; staggered access to health roomHealth care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.Updated health care plans to be signed by parent / carer.Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy). Any pupils returning who need close personal contact for personal care or physical intervention needs updated intimate care plans or care plans | M | H | M | Government guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus 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>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. A leaflet will be shared with all staff; [https://cotgraveashleaschool-my.sharepoint.com/:b:/g/personal/dawn\_wigley\_ashlea\_notts\_sch\_uk/Ee3YBT9Qk9ZKpWtUSTO-O2kBTuIx61ZSNynlkOKWqZn8Ew?e=ALfNMh](https://cotgraveashleaschool-my.sharepoint.com/%3Ab%3A/g/personal/dawn_wigley_ashlea_notts_sch_uk/Ee3YBT9Qk9ZKpWtUSTO-O2kBTuIx61ZSNynlkOKWqZn8Ew?e=ALfNMh) 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. 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>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>Contact health training team to arrange further virtual training (HD)HD / KS to update any care plans before individual pupils are admittedAll intimate care plans to be updated by HD / KS prior to pupils return to school. KD to share draft list of pupils by Wednesday 3rd June 2020 |  |  | 3.6.2020 | L | H | M |
| Staff identified as at increased risk and exposed to COVID-19. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | **Clinically extremely vulnerable individuals are advised not to work outside the home.****Clinically extremely vulnerable staff are advised to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.****Clinically vulnerable individuals are advised to take extra care in observing social distancing and should work from home where possible.**If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2m away from others wherever possible. The individual may choose to take on a role that does not allow for this distance if they decide to do so. If they have to spend time within 2m of other people, settings **MUST** carefully assess and discuss with them whether this involves an acceptable level of risk.Identify staff who are clinically extremely vulnerable and clinically vulnerable. Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.Arrangements implemented to support additional needs of staff attending school **MUST** be documented within an individual risk assessment (for example expectant mothers). | M | H | M | 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>Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via:<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>If an employee deemed clinically vulnerable is unable to work from home or chooses to return to work, then a specific risk assessment **MUST** be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.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. One current pregnant member of staff; who will not be returning to schoolBoth the SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at:<https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment>Any individual risk assessments for staff **MUST** be completed in conjunction with the employee and manager. Both parties **MUST** sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment **MUST** be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements. Office staff and Kate Davies to continuous update the staff risk register and staff risk assessment. Before any staff member who is clinically vulnerable returns to work a risk assessment needs to be completed.  |  |  | 3.6.2020 | L | H | M |
| Staff / pupils living with a shielded or clinically vulnerable person. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Pupils or staff living with someone who is clinically vulnerable (but non clinically extremely vulnerable), including those who are pregnant can attend their education or childcare setting.Pupils or staff living in a household with someone who is extremely clinically vulnerable it is advised they only attend their education or childcare setting if stringent social distancing can be adhered to, and in the case of children, they are able to understand and follow those instructions.If stringent social distancing cannot be adhered to then such individuals are not expected to attend. In this case they should be supported to learn or work from home. | M | S | M | 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>Office staff and Kate Davies to continuous update the staff risk register and staff risk assessment. Before any staff member who is clinically vulnerable returns to work a risk assessment needs to be completed. |  |  | 3.6.2020 | L | S | M |
| 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.Reception and SLT to monitor staff absence related to COVID-19.Staff to report any sickness / illness as normal via reception email as well as emailing SLTReception@ashlea.sch.uk Seek advice from your HR provision if required for staff absences. | M | H | M | 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/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>There will be 2 members of office staff in school each day; there will be a week A team and a week B team. |  |  | 3.6.2020 | L | S | M |
| Pupil displays symptoms of COVID-19 whilst at school. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Staff able to recognise key COVID-19 symptoms in pupils.The Government stay at home guidance **MUST** be followed if pupils become unwell with;* A new continuous cough, or
* A high temperature

Symptomatic child will be moved to SLT meeting room which is used as the isolation area until parent arrives, suitable PPE **MUST** be worn with a symptomatic student. PPE will be in a box with lid in SLT office and can be collected. Staff supervising pupils in isolation area **MUST** maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE **MUST** be worn.A suitable isolation area **MUST** be set up in school. (SLT meeting room which also has an external door)Parent / Carer of symptomatic child to be contacted and be collected immediately. Parent will be informed prior to returning that need to make arrangements to collect their child within one hour of being contacted)999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk. 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.Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with **MUST** be suitably cleaned and / or disinfected and then isolated for 72 hours. The Government guidance **MUST** be followed for cleaning non-healthcare settings. The rota will need to be changed to inform staff which new rooms can be accessed.Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases **MUST** be managed by:* Placing in a plastic rubbish bag – tied when full.
* Plastic bag placed in a second bin bag and tied.
* Bins **MUST** be emptied regularly throughout the day

Stored for at least 72 hours before it can be placed in normal waste disposal facilities. (stored and locked in care takers locked cupboard outside) | M | H | M | NHS guidance relating to coronavirus symptoms is available at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via All Staff Emergency Folder on One Drive [https://cotgraveashleaschool-my.sharepoint.com/:f:/g/personal/dawn\_wigley\_ashlea\_notts\_sch\_uk/EqlyJXIVp7xPpffzmoQACUUBzDKLsKN290GjSYpZINlz\_w?e=BqjiF4](https://cotgraveashleaschool-my.sharepoint.com/%3Af%3A/g/personal/dawn_wigley_ashlea_notts_sch_uk/EqlyJXIVp7xPpffzmoQACUUBzDKLsKN290GjSYpZINlz_w?e=BqjiF4) , daily briefing, weekly newsletter, posters around school, i**nfection policy.** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> Parents provided with information about key symptoms via reopening letter and on Covid –19 section of web site (<https://www.ashlea.notts.sch.uk/covid19/>) Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.The government stay at home guidance is available at:<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>Head Teacher will be responsible for setting up the isolation area. The following elements **MUST** be included (wherever possible);* A room with a door that can be closed
* Supervision provided for pupil(s) in the isolation area.
* A window / open external door if necessary, available and opened for ventilation.
* Access to a separate bathroom (in case needed whilst awaiting collection).
* An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school.
* A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used).
* Signage displayed to indicate the isolation area advising “no entry”.
* A record **MUST** be kept of everyone the person has been in contact with and monitor for 14 days.

If it is not possible to isolate individuals, they **MUST** be moved to an area which is at least 2m away from other people.When a child becomes unwell and a supervising a distance of 2m can’t be maintained within the isolation area, the following PPE **MUST** be worn:* A face mask

If contact with the child is required then additional PPE **MUST** be worn:* Gloves
* Apron
* Face mask

If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE **MUST** be worn:* Gloves
* Apron
* Face mask
* Eye protection

If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.All common shared spaces and classrooms to have an additional bin with a lid and foot operated pedal for tissues; this will be emptied twice a day.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. 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>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>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 or the pupil / other individual subsequently tests positive. Staff **MUST** wash hands thoroughly for 20 seconds after any contact with someone who is unwell.A record **MUST** be kept of everyone the person has been in contact with and monitor for 14 days.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>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:* Fire risk
* Impede emergency exit routes
* Trip hazard.
 |  |  | 3.3.2020 | L | H | M |
| 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 **MUST** be followed if staff become unwell with;* A new continuous cough, or
* A high temperature
* Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste)

If staff feel unwell with the above symptoms during the school day they **MUST** go home. A record **MUST** be kept of everyone the person has been in contact with and monitor for 14 days.999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk. 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.Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with **MUST** be suitably cleaned and / or disinfected. The Government guidance **MUST** be followed for cleaning non-healthcare settings.Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases **MUST** be managed by:* Placing in a plastic rubbish bag – tied when full.
* Plastic bag placed in a second bin bag and tied.
* Bins **MUST** be emptied regularly throughout the day.

Stored for at least 72 hours before it can be placed in normal waste disposal facilities.Staff and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.  | M | H | M | NHS guidance relating to coronavirus symptoms is available at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>The government stay at home guidance is available at:<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>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, or the individual subsequently tests positive. Staff **MUST** wash hands thoroughly for 20 seconds after any contact with someone who is unwell.Remind staff about the correct procedure if they feel unwell at school. 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>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:* Fire risk
* Impede emergency exit routes
* Trip hazard.

All essential workers, and members of their households who display symptoms of COVID-19 can be tested. Employers can register and refer self-isolating staff, and employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.To obtain a login to the employer referral portal, employers of essential workers should contact: portalservicedesk@dhsc.gov.ukThe government guidance on coronavirus (COVID-19) getting tested is available via:<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>Additional bins, in all shared areas and classrooms with lids and foot operated pedals, for tissues.  |  |  | 3.6.2020 | L | S | M |
| Pupils / staff will transmit COVID-19. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | All those within the school, including, teaching staff, support staff, pupils, visitors and contractors **MUST** follow current advice.Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.No visitors on site unless previously agreed and in the school diary.Staff to use main door and sign in the hall where there is more space for social distancing.Pupils to use external entrances at pupil entrance, Cherry entrance and Birch entrance (into primary classroom).Parents will be informed of exact instructions around dropping off / collecting their children if they are not using LA home / school transport).All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.Staff to reinforce messages (to pupils and others) to;* Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so.
* Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.
* Lidded bins **MUST** be used.

Tissues provided in classrooms.Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments. All classrooms will have hand sanitisers.Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times. | M | S | M | 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;* Before leaving home
* On arrival at school
* After using the toilet
* After breaks / sporting activities
* Before food preparation
* Before eating any food (inc. snacks)
* Before leaving school

Staff to supervise young children to ensure they wash their hands for 20 seconds with soap and water.Hand sanitisers in all classrooms and shared areas; School to install external hand sanitisers outside main entrance and pupil entranceSadie Fletcher / site manager will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.Share key messages of hand hygiene with parents / pupils. Government guidance relating to implementing protective measures in education and childcare settings is available via:<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>Social distancing in school will include;* Sitting children at desks that are 2m apart
* Ensuring everyone queues and eats further apart than normal
* Keeping apart when in the playground or doing any physical exercise
* Visiting the toilet one after the other
* Staggering break times
* Putting guidelines on the floor in corridors
* Avoiding unnecessary staff gatherings.

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.Staff to complete end of day checklist including ensuring tissues / hand sanitisers are full. **checklist** |  |  | 3.6.2020 | L | H | M |
| Increased risk of transmission due to increased pupils / staff working in close proximity.Social distancing is extremely difficult if not impossible for pupil to pupil and pupil to adult. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Social distancing should **~~MUST~~** be maintained wherever possible ~~ensuring that staff and pupils are spaced out at all times.~~ (LA)Children, young people and staff to only mix in a small, consistent hubs.Staff to remain 2m away from each other wherever possible.~~Pre-school children in early years settings to continue to apply the staff to child ratios and use these to group children.~~~~Primary school classes split in half, with a maximum of 15 pupils per small group with desks 2m apart and one teacher (and, if needed a teaching assistant).~~Children and Young people to be split into small groups with a maximum of 6 pupils in each hub. Existing school attendees (e.g. key workers and vulnerable children) to remain in their existing groups. -~~Secondary school and college classes to be split in half. Where very small classes might result from halving, more than half can be present if the space is available.~~ ~~Desks are spaced as far apart as possible (wherever possible 2m apart).~~Excess furniture and equipment to be removed from all rooms including cushions, fabric chairs and beanbags from all classrooms; parent rooms and SLT meeting rooms (which will become isolation room)The same teacher(s) and other staff are assigned to the same group and, as far as possible, these stay the same during the day and on subsequent days, ~~recognising for secondary and college settings there will be some subject specialist rotation for staff.~~~~Wherever possible~~ children and young people use the same classroom, toilet and play area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.~~Consider seating students at the same desk on each day if they attend on consecutive days.~~ | H | H | M | ~~Early years and primary age~~ Children with SEND cannot be expected to maintain 2m apart from each other and staff. The hierarchy of measures will be followed to minimise risk:* Avoid contact with anyone with symptoms
* Frequent hand cleaning and good respiratory hygiene practices
* Regular cleaning of settings (Inc. throughout the school day)
* Minimising contact and mixing

Government guidance relating to implementing protective measures in education and childcare settings is available via:<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>If there are shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher; activities will be planned.~~Pre-school children in early years settings, the staff to child rations within Early Years Foundation Stage (EYFS) continue to apply as set out in guidance available via:~~[~~https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2~~](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)~~Issues with achieving small group working due to lack of classrooms, limited space or insufficient staff to supervise to discuss with the Local Authority or Trust. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children’s early learning, settings should prioritise groups of children as follows:~~* ~~Early years settings – 3 and 4 year olds followed by younger age groups~~
* ~~Infant schools – nursery (where applicable) and reception~~
* ~~Primary schools – nursery (where applicable), reception and year 1.~~
 |  |  | 3.6.2020 | M | S | M |
| COVID-19 transmission via the physical school environment.  | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Cleaning regime reviewed to provide extra attention to hand contact points, surfaces and toilet spaces are cleaned throughout the school day. Cleaning will happen at the beginning and ends of day by NCC cleaning staff. During the day there will be a rota to clean contact points in shared areas and external doors etc. Site manager / caretaker to empty the ‘tissues’ bins. Cleaning surfaces and contact within classroom area will be carried by class teams. Cleaning products will be stored in a plastic box with a lid in a locked cupboard in classroom. ~~Increased cleaning regime in Early years / Infant equipment needs to be cleaned before and after use.~~Increased cleaning of equipment in classrooms; once equipment has been used place in box with lid ready to be cleaned. End of each day items to be cleaned with ‘green screen and a cloth’~~Avoid~~  Minimise the sharing of equipment outside and clean bikes / scooters / other equipment at the end of the day or before a different hub of children use it. ~~the use of outdoor fixed play equipment.~~Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors **MUST** not be propped open.Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).Bins for tissues to be emptied throughout the day; by care taker.Interim cleaning during the school day of hand contact points, teaching materials and activities including:* Cutting and sticking
* Painting and gluing
* Indoor / outdoor construction toys.

These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.The risks from any hazardous substances used for cleaning **MUST** be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage. Products needed to clean classroom equipment needs to be hygiene safe as children may put in to their mouth. Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances. Care taker to talk through cleaning of surfaces with ‘cleaning teams’Wipe down ipads, laptops and computers after use with a suitable wipes. | M | H | M | Sadie Fletcher and site manager and care taker will be responsible for checking stocks cleaning products and resources are available.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>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:* Fire risk
* Impede emergency exit routes
* Trip hazard.

The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at:<https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh>School will need to close earlier each day for pupils to ensure time at end of the day for cleaning.Parents collecting leave by 3pm home school transport to leave by 3.15pm Each class to have a plastic box with resources of cleaning products. End of day ensure plenty of cleaning products for the next day. |  |  | 3.6.2020 | L | H | M |
| Risk of transmission due to contact activities. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Organise classrooms and other learning environments ~~such as workshops and science labs for those groups, maintaining space between seats and desks where possible.~~ so only children and staff from those hubs use those areas.Establish ~~which lessons or classroom activities can take place outdoors.~~ a timetable of when particular areas are being used by different hubs.~~Review the school timetable:~~* ~~Decide which lessons or activities will be delivered~~
* ~~Use timetable and selection of classrooms or other learning environments to reduce movement around school~~
* ~~Consider supplementing remote education in secondary schools and colleges with face to face support~~
* All hubs to have their own outside area to use at breaktimes / lunchtimes / leisure time.

~~Avoid~~ Minimise the sharing of objects within a hub teaching activity which involve:* Passing items around a class
* Circle time objects
* Artefact sharing
* Gymnastics and contact PE activities.

However if this is happening increased levels of hand washing and cleaning of objects at the end of each day will minimise risk. ~~Specific consideration~~ **~~MUST~~** ~~be given to the effect of school closures and working within D&T and Science.~~Avoid shaking hands with colleagues and visitors.Cease the use of shared drinking cups. All children and adults to have their own water bottles or mugs. If specialist cups in school need to be named.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.No home / school diaries; emails can be sent / use of evidence for learning or call if an emergency.Staff not to take items out of their bags in the hubs **only in the staffroom.** e.g. mobile phones. If they need items like reading glasses or water bottles in staff room they need to be cleaned before bringing back into their hub. ~~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.~~Pupils to work in as small groups as possible.Pupils should work / play outside as often as this is possible.When working inside, pupils should be in small groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance, if possible.~~Avoid~~ Minimise the sharing of equipment outside and clean bikes / scooters / other equipment at the end of the day or before a different hub of children use it. ~~the use of outdoor fixed play equipment.~~ | M | H | M | CLEAPSS has issued guidance for Science Departments and COVID-19 available via:<http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via:<http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx>Replace any shared cups with disposable cups and encourage parents to provide water bottles for children.Children to bring in their own named water bottle which is sent home and cleaned every night.Pupils to have own equipment which remains with them. Storage of these items can be placed on the desk in individual trays.Government guidance relating to implementing protective measures in education and childcare settings is available via:<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>Parents will be asked to send in water bottle named that will stay in school. Staff to wipe bottles and mugs they are taking into the hubs as they come in to school. School to supply spray for staff to use in main reception and in staff room (Acquaint sanitising water)Inform staff and pupils about bring in item from home in a newsletter |  |  | 3.6.2020 | L | H | M |
| Pupils unable to understand recognise the COVID-19 control measures. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Reinforce key messages throughout the school day and build into routine.Teach children hand washing techniques.Build hand washing into the routine of the school day;* On arrival
* Before / after break
* Before / after lunch
* Before leaving school

Consistent reminders and positive reinforcement to pupils regarding key control measures;* Social distancing
* Cough / sneeze into tissue or in to When coughing or sneezing using the crook off the arm (use special bins)
* Washing hands
* Posters in all areas

Behaviour policy to be implemented where appropriate.  | H | H | M | Consider implications on the behaviour policy and review as necessary.High ratio of adults who are familiar to pupilsSmall number of pupils in each isolated HubCleaning packs in each roomPPE packs in each roomH&S talk to all staffStaff qualified and trained to work with pupilsPosters across school Updated policies * Fire evacuation procedure and any individual PEEPs will also be reviewed.
* RA for first aid / first aiders
* RA for clinical waste /dealing with bodily fluids
* Health and Safety policy
* Child protection policy
* Infection control policy
* Behaviour Risk assessment
 |  |  | 3.6.2020 | M | H | M |
| Large groups congregating making social distancing difficult. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).Home school transport:* time to arrive 9am; one bus to unload at a time.
* Member of reception to register children (sitting outside Blackthorn)
* No bus trays
* Parents bringing their children in cars to arrive in pupil visitor's carpark after 9.15
* Parents walking with their children to bring to main entrance
* Pupils to use 3 separate external entrances; Blackthorn, Cherry, Birch to come in and out of school. No movement of children until told to do so from member of staff in charge of transport.
* ~~Parents / Carers advised only one individual to accompany children to the education / childcare setting.~~

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).Arrangements for break times and lunch times **MUST** be reviewed to enable social distancing (e.g. stagger timings). Staff lunches will be staggered from 11.30 -1.30 (1 persona at a time from each hub). Areas to be used Willow class, outside staff area and staffroom. Wipe down surfaces in these areas when you leave. All items taken for breaks to go back in locked cupboard in hub; all water bottles / mugs to be used in hubs need to be sanitised before bring back in to hub rooms. Collection of Dinners will be staggered 11.45, 12.00, 12.15Return all dirty plates to tables not to hatchArrangements 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). Pupils will only be using their hub areasConsider one-way circulation around the building.Rooms to be accessed directly from outside where possible.Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.~~Avoid~~ No whole school assemblies and stagger assembly groups.SLT to meet with Hub leaders briefing 8.30HUB leaders to be hold each day 8.45 in their area if social distancing allows. | M | S | M | Parents provided with information about changes to pupil drop off / collection and timetable for the school day via parent newsletter / teachers2parents. This information to be provided to parents prior to school reoccupation. Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via:<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>When reviewing transport arrangements:* Encourage parents, children and young people to walk or cycle to their education setting where possible.
* Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19
* Transport providers follow hygiene rules and try to keep a distance from their passengers
* 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).

Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees. |  |  | 3.6.2020 | L | H | M |
| Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Local supply chains **MUST** be used to source PPE, cleaning materials and hygiene products.Assurance of a secure supply chain to be in place for essential supplies prior to reopening.Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service.Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.PPE boxes in all Hubs and in all bathrooms | M | S | M | Sadie Fletcher / site manager / care taker / HCA will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.Sadie Fletcher / site manager/ care taker / HCA will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via:<https://www.gov.uk/guidance/local-resilience-forums-contact-details#england>Nottinghamshire Community Schools to be provided with an initial stock of PPE for use for a symptomatic individual in school.PPE@nottscc.gov.uk Contact other special schools |  |  | 3.6.2020 | L | S | M |
| Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Avoid and discourage any unnecessary visitors to site.Avoid any contractor works unless emergency or essential. If emergency come out of school hoursCommunicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).~~Disable touch screen for signing in purposes.~~ Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.Review reception area of school, including;* Method of signing in
* ~~Remove any touch screen or biometric check in or intercom which involves skin contact~~
* Maintenance of safeguarding controls / security
* Physical barrier to protect those working in reception
* Social distancing marking
* Signage on gate / door advising of procedures
* Inform of procedures via intercom
* Frequent cleaning regime of hand contact points
* Hand gel available
* Drop box for parents to return letters and other items.

Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained. | M | S | M | Head Teacher/ Sadie Fletcher to review and implement adaptations to reception area.Head teacher / Sadie Fletcher site manager and care taker to conduct contractor induction and maintain a record. The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at:<https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors>* Signing in table away from reception area.
* Hand sanitiser station outside main entrance and inside reception
 |  |  | 3.6.2020 | L | S | M |
| 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. | Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.Doors propped open (to minimise contact and aid ventilation) **MUST** be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight). Fire doors **MUST** not be propped open.Fire evacuation routes to be kept clear at all times.Safe egress from the building **MUST** be considered during any reconfiguration of room layout / usage.Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via staff shared (policies), One drive All staff emergency folder / emailThe fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.Fire drill to be completed on first day of week A and then again for week B of re-occupation and a record maintained in the fire log book.Personal Emergency Evacuation Plans (PEEPs) **MUST** be reviewed to ensure support can be provided to staff and pupils. Contingency plans in place for alternative support for PEEPs due to staff absence. | L | S | M | Head teacher will be responsible for reviewing the fire risk assessment.Head teacher will be responsible for updating any fire evacuation routes.Head Teacher / site manager / care taker will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.Care taker / site manager will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.Debbie Seward will be responsible for reviewing PEEPs regularly and amending support plans as required.The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at:<https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety>All staff to attend a H&S meeting either in small groups if on site or via ZoomSign updated documents on CPOMs |  |  | 3.6.2020 | L | H | M |
| 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. | Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.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.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.Training issued and refreshed continually to first aiders.First aid kits suitably stocked, located and checked routinely.School awareness of method for contacting emergency services. | L | H | M | HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via:<https://www.hse.gov.uk/pubns/books/l74.htm>Advise issued by the HSE will be followed regarding the extension of first aid certification, available at: <https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>The Department for Education has issued early years foundation stage: coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via:<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>Government guidance issued for first responders should be considered during first aid response, available at: <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: <https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.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. 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>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> Ensure first aiders in all Hubs and an adequate first aid kit  |  |  | 3.6.2020 | L | H | M |
| 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. | Adequate supervision and awareness of pupil behaviours at all times.Staff received Coping with Risky Behaviours (CRB) training as necessary.Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.. | M | H | M | All incidents where staff experience violence, verbal abuse or aggression **MUST** be reported on Wellworker as “physical violence” or “verbal abuse or threat”. Wellworker can be accessed via: <https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true>Update / appendix to behaviour policy to be shared with all staff via email and on One Drive emergency folderStaff to read and mark as read on CPOMs |  |  | 3.6.2020 | M | H | M |
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions | **Review Date (*Step 5*):**  |
| **Assessors Signature:**  Dawn Wigley | **Date: 3.6.2020** | **Authorised By: Dr. Alex Macdonald (Chair of Governors)** | **Date: 4.6.2020** |

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| --- | --- | --- | --- | --- |
| **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 |

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| --- |
| **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. |