



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

School updates completed in August ready for new term September 2020

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
<p>Note: A person specific assessment MUST be carried out for young persons, pregnant women and nursing mothers A 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 Currently staff who are pregnant are continuing to work from home and are not required to come to school.</p> <p>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. As well this RA other documents have been amended:</p> <ul style="list-style-type: none"> • 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 / behaviour • Health and Safety policy • Child protection policy • Infection control policy • Intimate care policy and care plans 			

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School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, etc. <i>via at last weekly emails to staff, daily F2F briefly in hall, daily governor briefing, weekly meeting between HT and CoG</i></p> <p>Changes to school arrangements will be communicated to parents via <i>parent post; email and text</i></p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers / <i>support staff.</i></p>	L	H	M	<p>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</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 / dfecoronavirushelpline@education.gov.uk</p>			5.8.2020	L	S	M

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Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1st August 2020 pupils who are deemed extremely clinically vulnerable can return to school.</p> <p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene. If a child who is clinically vulnerable wants to return to school; school will either update RA or complete a new one</p> <p>If a child is deemed clinically vulnerable (but not clinically extremely vulnerable), parents MUST follow medical advice provided for their child. Some children who is clinically vulnerable may need a school will either update RA or complete a new one</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>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.</p>	M	H	M	<p>Government on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscg.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <p>Contact health training team to arrange further virtual training (HD)</p>			5.8.2020	L	H	M

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		<p>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 room</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be 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). Any pupils returning who need close personal contact for personal care or physical intervention needs updated intimate care plans or care plans</p>				<p>HD / KS to update any care plans before individual pupils are admitted</p> <p>All intimate care plans to be updated by HD / KS prior to pupils return to school.</p>						
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1st August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace.</p> <p>Employees who are extremely clinically</p>	M	H	M	<p>Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-</p>			5.8.2020	L	H	M

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		<p>vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Consider if vulnerable employees can continue working from home.</p> <p>Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of staff attending school MUST be documented within 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><u>shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</u></p> <p>Government guidance for staying alert and safe (social distancing) is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>If an employee is deemed vulnerable is and requires additional risk controls, then a specific individual risk assessment MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> • Age • Ethnicity • Sex • Underlying health conditions • Pregnancy <p>Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p>						

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						<p>Both the SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p> <p>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.</p>						
Staff / pupils living with a shielded or clinically vulnerable person.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>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.</p> <p>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</p>	M	S	M	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>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.</p>			5.8.2020	L	S	M

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		<p>understand and follow those instructions.</p> <p>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.</p>										
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>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 SLT Reception@ashlea.sch.uk Seek advice from your HR provision if required for staff absences.</p>	M	H	M	<p>NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</p> <p>Reception to keep records on both staff and pupils who have been tested or who has symptoms</p>			5.8.2020	L	S	M
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The Government stay at home guidance MUST be followed if pupils become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; 	M	H	M	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals; https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p>			5.8.2020	L	H	M

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		<ul style="list-style-type: none"> • A loss of or change in their normal sense of taste or smell (anosmia). <p>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.</p> <p>Staff supervising pupils in isolation area MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE MUST be worn.</p> <p>A suitable isolation area MUST be set up in school. (SLT meeting room which also has an external door)</p> <p>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)</p> <p>999 will be called in an emergency, if anyone is</p>				<p>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.</p> <p>Symptomatic individuals must self-isolate for at least 7 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Head Teacher will be responsible for setting up the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> • A room with a door that can be closed • 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 						

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		<p>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>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.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Plastic bag placed in a second bin bag and tied. Bins MUST be emptied regularly throughout the day 				<p>required to use the isolation area (and bathroom (if used).</p> <ul style="list-style-type: none"> Signage displayed to indicate the isolation area advising “no entry”. A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. <p>Some pupils may not move to isolation room; if this is the case then move other children and adults. Shutdown that room as soon as possible for 72 hours and then deep clean. Need to empty rooms that can be used if Hubs need to move. If isolation room used it will also need to be closed off and a second room (Family room) used instead</p> <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> A fluid-resistant surgical face mask <p>If contact with the child is required, then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask Eye protection (e.g. face visor or goggles) <p>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.</p>						

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		<p>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)</p> <p>Follow NHS Test and Trace process</p>				<p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottsc.gov.uk.</p> <p>Government guidance issued for Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) is available at: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <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 MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:</p>						

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						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: <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard • Away from pupils School now have 10 home kits which could be sent to parents to use at home if it was deemed too difficult to take a child to a testing centre			8.9.2020			
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; <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; • A loss of or change in their normal sense of taste or smell (anosmia). 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	M	H	M	NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/ Symptomatic individuals must self-isolate for at least 7 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. 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 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. Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. Remind staff about the correct procedure if they feel unwell at school.			5.8.2020	L	S	M

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		<p>seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>. The area around the person with symptoms MUST be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings MUST be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day • Placed in a suitable and secure place and marked for storage until the individual test results are known. 				<p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard • Away from pupils <p>Additional bins, in all shared areas and classrooms with lids and foot operated pedals, for tissues.</p>						

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		<p>Follow NHS Track 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>Management of confirmed cases of COVID-19 amongst the school community.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>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</p>				<p>Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via briefings, RA and staff handbook</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via letter, text and parent handbook</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> • Staff and pupils MUST not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. • Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. • Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. 			5.8.2020			

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		<p>testing positive advising them to self-isolate for 14 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups MUST be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p> <p>The names or details of people with COVID-19 MUST not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before admitting children or welcoming them back after a period of self-isolation.</p> <p>If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.</p> <p>Develop contingency plans for possible local outbreaks.</p>				<ul style="list-style-type: none"> Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Ordered by phone NHS 119 (for those without access to the internet). <p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating. A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 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. <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual. 						

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
						<ul style="list-style-type: none"> Travelling in a small vehicle with an infected person. <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <ul style="list-style-type: none"> An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or; A worker dies as a result of occupational exposure to coronavirus. <p>Before submitting the RIDDOR report please contact the H&S Team for further advice and support via hands@nottscc.gov.uk.</p>						
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals (including staff, pupils, visitors, contractors etc.) MUST not come into school if they have COVID-19 symptoms or have tested positive in the last 7 days.</p> <p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p>	M	S	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"> Before leaving home On arrival at school After using the toilet After breaks / sporting activities When changing rooms Before food preparation Before and after eating any food (inc. snacks) Before leaving school <p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p>			5.8.2020	L	H	M

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>No visitors on site unless previously agreed and in the school diary.</p> <p>Staff to use main door and sign in the hall where there is more space for social distancing.</p> <p>Pupils to use external entrances at pupil entrance, Cherry entrance and Birch entrance (into primary classroom).</p> <p>Parents will be informed of exact instructions around dropping off / collecting their children if they are not using LA home / school transport).</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"> Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. 				<p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes</p> <p>Sadie Fletcher / Glen Meldrum / site staff will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> <p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> 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. <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
		<ul style="list-style-type: none"> Lidded bins MUST be used. <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. All classrooms will have hand sanitisers.</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 ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times.</p>				Staff to complete end of day checklist including ensuring tissues / hand sanitisers are full. checklist						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
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.	<p>Social distancing should MUST be maintained wherever possible ensuring that staff and pupils are spaced out at all times. (LA)</p> <p>Children, young people and staff to only mix in a, consistent groups.</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 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>	H	H	M	<p>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:</p> <ul style="list-style-type: none"> • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings (Inc. throughout the school day) • Minimising contact and mixing <p>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</p> <p>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.</p> <p>Early years and primary age children cannot be expected to maintain 2m apart from each other and staff. The hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings (Inc. throughout the school day) • Minimising contact and mixing <p>Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (particularly with younger pupils or pupils with complex needs), however, adults MUST do this <u>when circumstances allow</u>.</p>			5.8.2020	M	S	M

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<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>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>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: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</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: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</p> <p>If moving furniture to create more space in classrooms, ensure that this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Excess furniture and equipment to be removed from all rooms consider removing all cushions, fabric chairs and beanbags from all classrooms; parent rooms and SLT meeting rooms (which will become isolation room)										
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 and toilet spaces are cleaned throughout the school day.</p> <p>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.</p> <p>Increased cleaning of equipment in classrooms; once equipment has been</p>	M	H	M	<p>Sadie Fletcher and site manager and Glen Meldrum will be responsible for checking stocks cleaning products and resources are available.</p> <p>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</p> <p>Each class to have a plastic box with resources of cleaning products. End of day ensure plenty of cleaning products for the next day.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p>			5.8.2020	L	H	M

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>used place in box with lid ready to be cleaned. End of each day items to be cleaned with 'green screen and a cloth'</p> <p>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</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open.</p> <p>Remove as much as possible, 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; by care taker.</p> <p>Refer to government guidance for managing playgrounds when using fixed play equipment, including;</p> <ul style="list-style-type: none"> • Limit number of users (e.g. one group at a time). • Implement a cleaning regime (particularly between group use). 				<ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>Government guidance for managing playgrounds and outdoor gyms is available via: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</p> <p>Employ additional staff to clean over lunchtime</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"> Wash hands before and after using the toilets <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> Cutting and sticking Painting and gluing Indoor / outdoor construction toys. <p>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 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.</p> <p>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'</p>										

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Wipe down ipads, laptops and computers after use with a suitable wipes.</p> <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"> 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 <p>Specific consideration MUST be given to the effect of school closures and working within D&T and Science.</p> <p>Avoid shaking hands with colleagues and visitors.</p>										

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
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 so only children and staff from those hubs use those areas.</p> <p>Establish a timetable of when particular areas are being used by different hubs.</p> <ul style="list-style-type: none"> All hubs to have their own outside area to use at breaktimes / lunchtimes / leisure time. <p>Minimise the sharing of objects across classes activity which involve:</p> <ul style="list-style-type: none"> Passing items around a class Circle time objects Artefact sharing Gymnastics and contact PE activities. <p>However if this is happening increased levels of hand washing and cleaning of objects at the end of each day will minimise risk.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups. All children and adults to have their own water bottles or mugs.</p>	M	H	M	<p>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</p> <p>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</p> <p>Replace any shared cups with disposable cups and encourage parents to provide water bottles for children.</p> <p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils to have 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 does not contribute to pupil education and development. Cleaning and rotation of items to be followed.</p> <p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>			5.8.2020	L	H	M

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>If specialist cups in school need to be named.</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>No home / school diaries; emails can be sent / use of evidence for learning or call if an emergency.</p> <p>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.</p> <p>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>Pupils should work / play outside as often as this is possible.</p> <p>When working inside, pupils should be in small groups, in well ventilated areas (e.g. with windows / outside doors</p>				<p>Parents will be asked to send in water bottle named that will stay in school.</p> <p>Staff to wipe bottles and mugs they are taking into the hubs as they come in to school.</p> <p>School to supply spray for staff to use in main reception and in staff room (Acquaint sanitising water)</p> <p>Inform staff and pupils about bring in item from home in a newsletter</p>						

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		<p>open) and follow social distancing guidance, if possible.</p> <p>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.</p> <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups (e.g. sports, art and science equipment) should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p> <p>Pupils to work in as small groups as possible.</p>										

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Pupils should work / play outside as often as this is possible.</p> <p>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 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"> Physical distancing between individuals. Playing outside wherever possible. Limiting group size to 15 pupils. Position pupils back-to-back or side-to-side. Do not share instruments. Ensure good ventilation. Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies. 				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.			5.8.2020			

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		<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"> • Pupils to be kept in consistent groups for sporting activities. • Sports equipment to be cleaned between each use by different groups. • Contact sports avoided. • Outdoor sports prioritised where possible, and large indoor spaces where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. • External facilities can be used in line with government guidance including transport to and from such facilities. • External coaches, clubs and organisations can be used for curricular and extra-curricular activities 										
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>	H	H	M	<p>Consider implications on the behaviour policy and review as necessary.</p> <p>High ratio of adults who are familiar to pupils</p> <p>Small number of pupils in each isolated Hub</p>			3.6.2020	M	H	M

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		<p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> On arrival Before / after break Before / after lunch Before leaving school <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> 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 <p>Behaviour policy to be implemented where appropriate.</p>				<p>Cleaning packs in each room PPE packs in each room</p> <p>H&S talk to all staff Staff qualified and trained to work with pupils</p> <p>Posters across school</p> <p>Updated policies</p> <ul style="list-style-type: none"> 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 						
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>Home school transport:</p> <ul style="list-style-type: none"> time to arrive 9am; unload at altogether time. Parents bringing their children in cars to arrive in pupil visitor's carpark after 9.20 	M	S	M	<p>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.</p> <p>Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.</p>			5.8.2020	L	H	M

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> Parents walking with their children to bring to main entrance Pupils to use 4 separate external entrances; Holly 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. <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 MUST be reviewed to enable social distancing (e.g. stagger timings). Staff lunches will be staggered from 11.30 -1.30 Areas to be used small hall, outside staff area and staffroom. Wipe down surfaces in these areas when you leave. All items</p>				<p>No assemblies, no whole school briefings (will do online), training, No using the hall</p> <p>PE outside</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>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.</p> <p>Collection of Dinners will be staggered 11.50, 12.00, 12.10, 12.20</p> <p>Return all dirty plates to tables not to hatch</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). Pupils will only be using their hub areas</p> <p>Consider one-way circulation around the building.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Avoid No whole school assemblies and stagger assembly groups.</p> <p>Briefings Monday and Friday via Zoom</p> <p>Consider arrangements for shared staff spaces to support social distancing.</p> <p>Minimise use of staff rooms</p>										

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		whilst maintaining break times for staff.										
Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<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 of their group or who they do not normally meet.</p>				<p>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</p> <p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> 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). Implement a process for safe removal of face coverings. Consider staggered start times for those using wider public transport to avoid travel outside of peak hours. 			5.8.2020			
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of	Employees, pupils, contractors and visitors may be	Local supply chains MUST be used to source PPE, cleaning materials and hygiene products.	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.			5.8.2020	L	S	M

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
COVID-19 transmission.	exposed to COVID-19.	<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> <p>PPE boxes in all Hubs and in all bathrooms</p>				<p>Sadie Fletcher / site manager/ care taker / HCA 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 the nearest local resilience forum for support, information accessible via: https://www.gov.uk/guidance/local-resilience-forums-contact-details#england</p> <p>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</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. If emergency come out of school hours</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>Disable touch screen for signing in purposes. Inform parents / carers to minimise visits to school / contact with reception and</p>	M	S	M	<p>Head Teacher/ Sadie Fletcher to review and implement adaptations to reception area.</p> <p>Head teacher / Sadie Fletcher site manager and care taker to conduct contractor induction and maintain a record.</p> <p>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</p>			5.8.2020	L	S	M

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>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"> • 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. <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p>				<ul style="list-style-type: none"> • Signing in table away from reception area. • Hand sanitiser station outside main entrance and inside reception • Screen up across the reception • Visitors only be appointment • Visitors to wear PPE if seeing children • Visitors for children can only see 1 child and only use the hall 						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<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. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors MUST not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be</p>	L	S	M	<p>Head teacher will be responsible for reviewing the fire risk assessment.</p> <p>Head teacher will be responsible for updating any fire evacuation routes.</p> <p>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.</p> <p>Care taker / site manager will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Debbie Seward will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</p> <p>All staff to attend a H&S meeting either in small groups if on site or via Zoom</p> <p>Sign updated documents on CPOMs</p>			5.8.2020	L	H	M

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>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 shared (policies), One drive All staff emergency folder / 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 week A and then again for week B of re-occupation and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p>				<p>All staff to read, sign updated Fire Evacuation policy 2020-2021</p> <p>To undertake a fire practice within the first week back in Sept. 2020</p>						
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and	Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.	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			5.8.2020	L	H	M

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<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> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>				<p>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</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>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</p> <p>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</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>						

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						Ensure first aiders in all Hubs and an adequate first aid kit						
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://nottssc-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 folder Staff to read and mark as read on CPOMs			5.8.2020	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 Reviewed 27.6.2020 Updated 5.8.2020			

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category MUST have a written method statement/safe system of work and arrangements MUST be made to ensure that the controls are maintained and monitored for adequacy.