

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

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
Site Address/Location:	Springbank Primary School, Peacock Drive, NG16 3HW	Department/Service/Team:	Update 12.07.2021
Note: A person specific assessment has been carried out for vulnerable young persons, pregnant women and nursing mothers as well as other vulnerable identified staff.			

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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. JV 6-9am DW/HR 9-3:30 JV 3:30-6 CP 6-9pm</p> <p>Weekend cover established from 09.11.2020</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day. JV/CP/HR/DW</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via email and text.</p>	L	M	L	<p>School will remain open at all times for children. The balance of risk is overwhelmingly in favour of children returning to school and we will facilitate this. 'As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education-particularly given that the direct clinical risks to children are extremely low.'</p> <p>We will continue to advise people on how to protect themselves following current government guidance.</p> <p>The risk assessment will be treated as a 'living document' and will be regularly reviewed and updated as the circumstances in our school and the public health advice changes.</p> <p>Visitors to school will be severely restricted but in exceptional circumstances where a visit is deemed of educational importance, a paper record will be kept of all visitors with sufficient detail to support rapid contact tracing.</p>	All staff	Each morning Lunchtime Evening	Daily	L	M	L

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		Changes to school arrangements will be communicated to parents via teachers to parents and tapestry, website (HT) and teacher email. Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.				<p>Digital Test and Trace is now available at the front of school for those who have access to the Test and Trace COVID-19 NHS app.</p> <p>All staff given boxes of lateral flow tests to take at home. These tests are to be taken x2 times per week, x3 days apart. The results should be then reported. If the test is positive staff must contact school and arrange for a PCR test at a testing centre.</p> <p>Staff testing remains in place until the end of September 2021, when it will be reviewed. Whilst school is open, staff are to test twice a week until the end of September. Testing twice weekly over school summer holiday is not required. However, staff are able to get lateral flow test kits from pharmacies or order online if they would like to continue to test over the summer. Staff will be required to complete 2 lateral flows before the return in September. These 2 tests should be completed 3-5 days apart.</p> <p>-Staff should be informed of this before the summer holiday via text and on the weekly email.</p> <p>-Reminder messages over the summer.</p> <p>-Text on the last week to remind staff to check that they have 2 lateral flow tests left for the return to work. (CP to manage the distribution of lateral flow testing kits)</p> <p>JV/CP will be responsible for checking government guidance daily. In their absence HR/TO will fulfil this role. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus Read 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>	All Staff					

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						<p>This has been read by all leads and information disseminated to staff.</p> <p>POST STEP 4 GUIDANCE UPDATE: Schools COVID-19 operational guidance. July 2021 for September 2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf -All members of staff to be emailed a copy of or link to this guidance prior to the end of term July 2021. -Early Years to read the Early Years Guidance (Updated 6th July 2021) and emailed out from TO. Early Years Leader to ensure staff have received the email.</p> <p>Up to date guidance is distributed and communicated through the school community, including: Governors, staff, school-based Union Reps, Academy Trust etc. via email, text and word of mouth.</p> <p>Changes to school arrangements will be communicated to parents via newsletter, text etc.</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</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</p> <p>Moderate risk = Daily checks embedded</p> <p>Staff/child bubbles will no longer be required. Movement around school can resume. However, staff should be aware that this could change due to a local outbreak. 'Any</p>						

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						<p>decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.' (Schools COVID-19 operational guidance, July 2021)</p> <p>Control measures should remain in place such as an enhanced cleaning regime and effective, regular handwashing and hygiene procedures.</p> <p>Assemblies with continue to be virtual and the processes for breaks and lunches will remain in September but will be reviewed during the Autumn Term.</p> <p>Staff will remain alert on the (R) rate and the government guidance following this.</p> <p>Staff will remain alert on any local outbreak or a school outbreak which would consist of several confirmed cases within 14 days.</p> <p>(R) Rate 04.06.20 – 0.57 08.06.20- Between 0.7-1.0 09.11.20 -1.3 23.12.20 – 1.1-1.3 26.02.21- 0.7- 0.9</p>						

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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>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.</p> <p><i>Extremely clinically vulnerable children and adults will receive a letter of guidance from the NHS.</i></p> <p>Clinically extremely vulnerable children and adults are to remain at home.</p> <p><i>Reviewed 05.01.2021 (on going).</i></p> <p>Shielding of people who are CEV/CV is no longer required. Further guidance will be published.</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>CJ/DW to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans. DW</p>	L	M	L	<p>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</p> <p>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/</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><i>Nominated critical workers JV/SD/DW Trained 12.06.20</i></p> <p>Currently all tests of children showing symptoms within school have been negative.</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 COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>Control Measures put in place and actioned by ALL members of staff.</p> <p>-Ensure good hygiene for everyone.</p> <p>-Regular handwashing or hand sanitising throughout the day including on entry to school and end of the day</p>	Learning Bubbles	Daily	Daily	L	M	L

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		<p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only. All teachers and SEN dedicated staff. Updated health care plans to be signed by parent / carer. Further Action: Electronic Signature if unable to get signed DW Completed Sept 2020. -TO BE REVIEWED SEPTEMBER 2021</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). -Regular PPE required for personal care procedures.</p>				<p>-Visual reminders of the symptoms for their own symptoms and household symptoms. -Hand washing and hand sanitising points around school to remain. -Feet dip trays used when appropriate. -Staff to discuss good hygiene with all children in September 2021. -Revisit the e-Bug website with children in September. -Discuss the importance of 'Catch it, kill it, bin it' with all children in September. (Whole school assembly (virtually?) regarding good hygiene in September?) -Staff to use appropriate PPE when completing personal care. -Maintain appropriate cleaning regimes. -Enhanced cleaning regime to remain. -Each classroom to keep their own spray bottle and clothes for effective and prompt cleaning. -Frequently used equipment to be cleaned twice a day. -Teaching staff to implement an effective, safe method to ensure books and pens remain clean. -Outdoor equipment to be cleaned and wiped daily. -Early Years equipment to be regularly sterilised, wiped and cleaned. -Touch points to be cleaned regularly within school. (Handles and taps especially) -Resources/cleaning products required to complete a deep clean should be ready in the event of a suspected/positive case. -Tables to be wiped regularly. Staff may be required to shower after the DC of a suspected/positive case. -Keep occupied spaces well ventilated. -Windows/doors to provide ventilation whilst maintaining a comfortable teaching environment. -The level of ventilation should be appropriate for the number of people present and the size of the area. -Rooms identified as potential lack of ventilation:</p>						

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						<p>Dream Room/ Library- Keep window open Sensory Room- Manage number of people, Keep windows open. AP Classroom- Keep door open. Music Room- Keep door open. Any doors closed for confidential meetings/discussions should remain closed for as little time as possible. Fire Door should remain closed. (Double fire doors on the corridor have a mechanism that closes when the fire alarm is activated)</p> <p>-Follow public health advice on testing, self-isolation and managing confirmed cases. From 16th August children will no longer be required to self-isolate if they are contacted by NHS Test and Trace. Instead they will be advised to take a PCR test.</p> <p>-Staff/children should NOT come into school:</p> <ul style="list-style-type: none"> • If they have symptoms for COVID-19 • Had a positive test result <p>Or any other reason relating to staying at home such as quarantining. -Anyone who develops symptoms (even if mild) should be sent home. -Bubble will no longer be required to isolate. Instead, children may be offered a PCR test. -Anyone who has been double vaccinated should NOT need to isolate. -Unvaccinated people will be required to isolate. This information should be read by ALL members of staff.</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 This has been read by all leads and information disseminated to staff. -Face coverings are no longer required in classrooms or communal areas.</p>						

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						<p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist to not attend.</p> <p>Further information is available at: Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk).</p> <p>Dawn Wigley (Health and Wellbeing Officer) to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p> <p>Further guidance is available at: Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the</p>						

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						NCC H&S Team for assistance at hands@nottscg.gov.uk .						
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Members of the staff team who are clinically vulnerable will continue to work in the setting with enhanced hand washing, social distancing (2metres at all times is vital) and wearing masks in communal areas and when talking to adults or older children, especially those over the age of 60. Our ultimate aim is to diminish the transmission bridge by our good practice. Members of the staff team who are clinically extremely vulnerable will work from home for the period of the national lockdown</p> <p>Shielding of people who are CEV/CV is no longer</p>	L	M	L	<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>This has been read by all leads and information disseminated to staff.</p> <p>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</p> <p>-Staff with Asthma, diabetes etc all have own RA which will be reviewed again. Reviewed January 2021</p> <p>-Regular use of outside time for minimised risks.</p> <p>-Regular cleaning of touch points.</p> <p>This has been read by all leads and information disseminated to staff.</p>	Learning Bubbles			L	M	L

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		<p>required. Further guidance will be published.</p> <p>-People who are CEV/CV required to go back to work.</p> <p>Enhanced precautions as above will be expected, this includes any workers or employees who are expectant mothers.</p> <p>Individual risk assessments will be kept under review by both the member of staff and the risk assessment officer (AL). January 2021 (on going)</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) individuals will 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. From Nov 5th pupils who are deemed extremely clinically vulnerable can keep coming to school. There are no pupils who are extremely clinically vulnerable.</p>				<p>If an employee is clinically vulnerable, additional controls are in place and a specific risk assessment created MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</p> <p>Individual Risk Assessments in place. Review 11.11.2020</p> <p>-Phone call with AL 04.06.20</p> <p>In-school review 12.01.2021</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include: - Age - Ethnicity - Sex - Underlying health conditions - Pregnancy</p> <p>Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act. HR contacted and LA telekit attended.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Completed June 2020</p> <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>						

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		<p>Identify staff who are clinically extremely vulnerable and clinically vulnerable. Completed June 2020 (on going)</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented. Consider if vulnerable employees can continue working from home.</p> <p>Regular communication with staff working from home. CP lead 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>Follow public health advice on testing, self-isolation and managing confirmed cases. From 16th August adults 2 weeks after they have received both vaccination jabs will no longer be required to self-isolate if they are contacted by NHS Test and Trace. Instead they will be advised to take a PCR test. Adults who are not vaccinated will need to self-isolate if identified as a close contact.</p> <p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.</p> <p>Further guidance is available at: COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk)</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>If an employee is deemed vulnerable is and requires additional risk controls, then a specific</p>						

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						<p>individual risk assessment MUST be completed by a suitably trained person. The F45-1 risk assessment template can be used to facilitate this process.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Both the F45-1 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>The Health and Safety Executive (HSE) has published guidance:</p> <ul style="list-style-type: none"> • Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk) • Talking with your workers about preventing coronavirus (COVID-19) - Overview (hse.gov.uk) 						
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	L	M	L	Shielding of people who are CEV/CV is no longer required, unless they have been advised by their GP or clinician not to attend. Further guidance will be published.	Learning bubbles	Daily	Daily	L	M	L

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		<p>education or childcare setting.</p> <p>Pupils or staff living in a household with someone who is extremely clinically vulnerable it is advised they can still 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.</p>										
<p>Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.</p> <p>Symptomatic individuals attending school</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>TO to monitor staff absence related to COVID-19.</p> <p>Seek advice from your HR provision if required for staff absences.</p>	M	M	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/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</p> <p>-Staff/children should NOT come into school:</p> <ul style="list-style-type: none"> • If they have symptoms for COVID-19 • Had a positive test result <p>Or any other reason relating to staying at home such as quarantining.</p> <p>-Anyone who develops symptoms (even if mild) should be sent home.</p> <p>-Bubble will no longer be required to isolate. Instead, children may be offered a PCR test.</p> <p>-Anyone who has been double vaccinated should NOT need to isolate.</p> <p>-Unvaccinated people will be required to isolate.</p> <p>From 16th August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19.</p>	Learning Bubbles	Daily	Daily	M	M	M

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>Contact tracing only needs to take place UNTIL STEP 4.</p> <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>						
Failure to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19	Individuals may be exposed to COVID-19					<p>When an individual develops COVID-19 symptoms or has a positive test</p> <p>Pupils, staff and other adults must follow public health advice on when to self-isolate and what to do. Further information is available at: When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>They must not come into school if</p> <ul style="list-style-type: none"> • they have symptoms, • have had a positive test result, or • other reasons requiring them to stay home due to the risk of them passing on COVID-19 (for example if they are required to quarantine). <p>If anyone in school develops COVID-19 symptoms, however mild, they must be sent home and they must follow public health advice.</p> <p>Details on COVID-19 symptoms are available at: Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)</p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>Everyone with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they must be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information is available at: Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk).</p> <p>Symptomatic child will be moved to the designated isolation room which is used as the isolation area until parent arrives for collection.</p> <p>Any rooms used must be cleaned after they have left. The Government guidance for cleaning non-healthcare settings MUST be followed: COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</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>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>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection: Stay at home: guidance for households with possible or</p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).</p> <p>Asymptomatic testing Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected from local pharmacies or ordered online.</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.</p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>There is no need for primary age pupils (those in year 6 and below) to test over the summer period. Year 6 pupils will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7.</p> <p>Schools may choose, however, to start testing year 6 pupils earlier, including summer schools, depending on their local circumstances.</p> <p>Confirmatory PCR tests Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).</p> <p>They will also need to get a free PCR test to check if they have COVID-19: Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information is available via: Coronavirus (COVID-19): test kits for schools and FE providers - GOV.UK (www.gov.uk)</p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
<p>Pupil displays symptoms of COVID-19 whilst at school.</p> <p>Isolation area – Front Room (signage in place) Toilet- Reception Accessible Toilet</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>-Posters in and around school about symptoms. -Discussions with children about COVID-19. Reminders</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, coughing a lot for more than one hour, 3 or more coughing episodes in 24 hours A high temperature Loss of, or change to their normal smell and taste (anosmia) Possible other symptoms: Headache, sickness, diarrhoea, rash, fatigue or sore throat, runny nose. <p>Symptomatic child will be moved to Front room which is used as the isolation area until parent arrives for collection</p>	L	M	L	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/ This has been read by all leads and information disseminated to staff.</p> <p>Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via email.</p> <p>Parents provided with information about key symptoms via website, update emails and tapestry. 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 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 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 CHECK IF IT APPLIES IN SEPTEMBER</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance This has been read by all leads and information disseminated to staff.</p>	Learning Bubbles – monitor children Parents to monitor children	Daily	Daily	L	M	L

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Designated member of SLT for that day and JV/SD/DW and designated member of SLT for the day as nominated carers.</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. <i>Training and practise undertaken</i></p> <p>A suitable isolation area MUST be set up in school.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately. Encourage families NOT to use public transport and for the child to be collected by a member of their family or household.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy,</p>				<p>Area currently set up. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> • Door to be left open for ventilation. • Supervision provided for pupil(s) in the isolation area. <i>JV/SD/DW</i> • Access to a separate bathroom (in case needed whilst awaiting collection). <i>Accessible toilet in Reception Classroom, to be accessed through office. Staff to inform F2 if used so staff do not use.</i> • An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. <i>Main office door</i> • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). <i>LM to officiate. Cleaning plan available.</i> • 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. Track and trace to be used. <i>Paper copy and app sign in now established.</i> • Contact Tracking until Step 4. <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 additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Disposable Gloves • Disposable Apron 						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>urgent care centres or hospitals will be avoided.</p> <p>The area around the pupil 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. 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. <i>Deep clean carried out immediately in all contaminated areas.</i> Classes to be relocated to alternative 'quarantine classroom/area' until safe to return. <i>Trained team.</i></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. 				<ul style="list-style-type: none"> Fluid -resistant Face mask <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable Gloves Disposable Apron Fluid -resistant Face mask Eye protection (eg face visor or goggle) <p>When the room is in use, the corridor is inaccessible to the main office to minimise contact with any others. -Staff to use the outside as corridors around school.</p> <p>Staff to enter via staffroom if needed or walk around the school. Staff entering each bubble will disinfect feet and gel so that transmission bridge is diminished.</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. <i>JV/SD/DW/LM/CP/JS/BS trained.</i></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@nottscq.gov.uk. <i>This has been read by all leads and information disseminated to staff.</i></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 <i>This has been read by all leads and information disseminated to staff.</i></p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>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. . Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours. Stored for at least 72 hours in the waste before placing in bins Bins to be emptied at lunch time and end of day- LM Quality assured throughout day. Follow NHS Test and Trace process Premises Team to ensure adequate supplies of bin bags and cleaning items. TO to monitor.</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 This has been read by all leads and information disseminated to staff.</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 by the NHS Test and Trace.</p> <p>Everyone MUST wash hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. Practice established throughout the day.</p> <p>A record MUST be kept of everyone the person has been in contact with IN SCHOOL and monitor for 14 days. Contact Tracing needed until Step 4.</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 This has been read by all leads and information disseminated to staff.</p> <p><u>DOUBLE BAG WASTE – (Personal Care if needed) Wearing gloves</u> 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 						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
			L	M	L	<ul style="list-style-type: none"> Trip hazard. Away from pupils 				L	M	L
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues. Placed on all emails.</p> <p>The Government stay at home guidance MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none"> A new continuous cough, or A high temperature Loss of or change to their normal smell and taste (anosmia) Please be aware that the new variant has additional symptoms of fever and diarrhoea <p>Staff feeling unwell or with symptoms MUST not come into school.</p> <p>If staff feel unwell with the above symptoms during the school day they MUST go home. -Cleaning of classroom after exit.</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 14 days.</p>	L	M	L	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/ This has been read by all leads and information disseminated to staff.</p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 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>Text to staff to say if you are feeling unwell or have any symptoms, you must not come into school to minimise risks to others. -Reminder message to staff in September, not to come into work if you display symptoms.</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Read</p> <p>Contactors to sign to say the premises is COVID-19 safe. Staff who have supported unwell colleagues (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms, (in which case, they should</p>	Learning Bubbles	Daily	Daily	L	M	L

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Contact tracking until Step 4.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the person with symptoms MUST be cleaned with disinfectant / detergents 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. 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.</p> <p>Deep Clean programme embedded. Cleaning checklist adhered too. Spray for clothes now available.</p>				<p>arrange a test) or the individual subsequently tests positive or they have been requested by the NHS Test and Trace.</p> <p>Daily testing for all staff who have been in close contact with someone who has tested positive or if they are feeling unwell/displaying symptoms. CHECK IF THIS APPLIES IN SEPTEMBER.</p> <p>Everyone MUST wash 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: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Read</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>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.</p> <p>All staff given supplies of the lateral flow tests to keep at home. Tests to be taken twice a week, and 3 days apart.</p> <p>Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.</p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Weekend alerts sent home if any information on positive tests gained.</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>TWICE DAILY – lunch time and end of day. Quality assured throughout day.</p> <p>Placed in a suitable and secure place and marked for storage until the individual test results are known. ·</p> <p>Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours.</p> <p>To be placed in waste disposable pen outside for 72 hours before placing in bin.</p> <p>Labelled with date</p> <p>Follow NHS Track and Trace Staff and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be</p>				<p>To obtain a login to the employer referral portal, employers of essential workers should contact: portalservice@dhsc.gov.uk</p> <p>This has been read by all leads and information disseminated to staff.</p> <p>The government guidance on coronavirus (COVID-19) getting tested is available via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>This has been read by all leads and information disseminated to staff.</p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>encouraged and advised to take up testing as soon as possible.</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>Facetime/ Microsoft teams to be used. All staff given named key worker who will maintain contact digitally and updates on staff health status.</p>										
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. DfE to be contacted too and updated. 14.02.2021 last contact.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements. Last COVID email. 03.01.2021.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly. HR/DW</p> <p>Take immediate action to contact the local health protection team once aware</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 Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements. Email sent 6.11.2020. Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements Website updates.</p> <p>CHECK TEST AND TRACE PROCEDURES IN SEPTEMBER.</p> <p>The NHS Test and Trace process includes: 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</p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>of someone who has attended school has tested positive for COVID-19. DfE informed too.</p> <p>The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising 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 Tapestry, Text, Email.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via Tapestry, Text, Email.</p> <p>The NHS Test and Trace process includes: 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. .</p>				<p>with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.</p> <p>Close contacts will be identified via NHS Test and Trace and education settings are no longer expected to undertake contact tracing.</p> <p>NHS Test and Trace will work with the positive case to identify close contacts.</p> <p>From 16th August 2021, children under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. All individuals are encouraged to take a PCR test if advised to do so.</p> <p>18-year-olds will be treated the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact (unless there is a medical reason for being exempt from vaccination or they are taking part in a vaccine trial).</p> <p>From 16th August 2021, adults who are fully vaccinated (defined as 2 doses of MHRA-approved vaccine with second dose at least 14 days prior to exposure to a confirmed COVID-19 case), unvaccinated adults who have a medical reason for being exempt from vaccination and adults who are taking part or have taken part in an approved COVID-19 vaccine trial will also be exempt from self-isolation if contacted by</p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested.</p> <p>All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. . Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.</p> <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. -Goggle Classroom/Tapestry/Email to be used to send work home to maintain education of children. -Capacity to deliver online lessons if required through Google Classroom.</p>				<p>NHS Test and Trace. Instead, they will be advised to take a PCR test.</p> <p>Education settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak a setting may be advised to temporarily reintroduce some control measures.</p> <p>It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak. Additional control measures are included within this risk assessment in the event of an outbreak.</p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
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.</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. KG Review distances.</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. Lidded bins MUST be used. 	L	M	L	<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 and disinfect feet;</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 in an emergency or if part of the small 'roving team' Before food preparation Before and after eating any food (inc. snacks) Before leaving school <p>Established: Regular hand washing before eating and after going outside. Children who wipe their nose or sneeze to be asked to wash their hands.</p> <p>Staff to remind/ask children if they have washed their hands after using the toilet (If it is not possible to supervise them) Staff to remind/ask children if they have washed their hands after using the toilet (If it is not possible to supervise them) Children have had reminders to count to 20/sing a song when washing their hands and we discuss and watch a hand washing video daily. TEACHERS TO REVIST DAILY WITH CHILDREN.</p> <p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and water.</p>	Learning Bubbles	Daily	Daily	L	M	L

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>TEACHERS TO PLAN TO DELIVER REMINDER LESSONS IN SEPTEMBER 2021.</p> <p>Tissues provided in classrooms. LM Tissues in classrooms Checked daily by LM/JV + on the SLT daily checklist.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments. LM Hand gel in all classrooms Daily covid-19 safe checklist undertaken by SLT daily.</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. LM Hand washing to be used preferably.</p>				<p>-AP Staff to support the children wash their hands and maintain levels of hygiene where needed.</p> <p>Supervised use of hand sanitiser to minimise risks of ingestion. Consider alternatives such as skin friendly skin cleaning wipes. -Handwashing preferable. -Discussions about safe hand sanitising with children. September 2021.</p> <p>LM/TO/HR will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues. Bottles of soap/ dispensers and blue tissues checked at all sinks each morning, lunchtime and evening.</p> <p>Share key messages of hand hygiene with parents / pupils. Handwashing videos. Daily discussions. Poster/picture reminders at the sink.</p> <p>Social Distancing no longer required. Staff to complete dynamic risk assessments for transitions and overcrowding in areas of the classroom, such as cloakroom. -Teaching staff to consider the control measures in place and whether further measures are needed daily for example: limiting the number of children in the cloakroom/toilets, where necessary.</p> <p>Face coverings will no longer be advised for pupils, staff and visitors, although if there is an outbreak a director of public health might advise you that face coverings should temporarily be worn.</p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>It is important to ensure the school is well ventilated, ensuring fresh air flow in all possible areas. There will be a balance between increased ventilation while maintaining a comfortable temperature.</p> <p>Staff to continue to undertake twice weekly home tests until the end of September when this will be reviewed. All staff to take a test at 8 o'clock on the Sunday prior to returning to school in the autumn term.</p> <p>Staff and pupils with a positive LFD test result should self-isolate. They will need to then take a PCR test. While awaiting the PCR result, they should continue to self-isolate. If the PCR is negative and the individual doesn't have COVID-19 symptoms they can return to school.</p> <p>Pupils and staff travelling abroad must adhere to travel legislation, details of which are set out in the government travel advice.</p>						
Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Social Distancing no longer required.</p> <p>Bubbles/ small maintained group no longer needed.</p> <p>-Nursery groups no longer required.</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>Embedded practice.</p> <p>Teachers and other staff can operate across different classes and year groups in</p>	L	M	L	<p>Government guidance no longer recommend that it is necessary to keep pupils in consistent groups or 'bubbles'.</p> <p>Staff are not to gather in large numbers inside the school building and masks are recommended to be worn when working in large groups.</p> <p>Assemblies can resume. The following control measures will be implemented to ensure that assemblies are managed:</p> <ul style="list-style-type: none"> • Whole school virtual assemblies will remain in place on Fridays • An additional assembly each week will begin starting with one class in the the hall and the others joining virtually • The hall will be well ventilated with windows, skylights and external doors open 	Learning bubbles	Continuous	Daily	L	M	L

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>order to facilitate the delivery of the school timetable.</p> <p>-Staff bubbles no longer required.</p> <p>Face coverings no longer required in communal areas or classrooms.</p> <p>Seating/tables can return to pre-COVID. (Unless a local outbreak is detected)</p>				<p>Pupil groups are now able to mix during lunchtime. The following control measures will be implemented to ensure that lunchtimes are managed:</p> <ul style="list-style-type: none"> Springbank classes will continue to have separate areas and times for play and lunch. This has been timetabled and shared with all staff via email and word of mouth All dining areas to be well ventilated. <p>The reintroduction of 'bubbles', which may be considered as part of a response to an outbreak – needs to consider the impact on education delivery.</p> <p>Education settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak a setting may be advised to temporarily reintroduce some control measures.</p> <p>It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak. This risk assessment contains all control measures required in the event of an outbreak.</p> <p>Control Measures put in place and actioned by ALL members of staff.</p> <p>-Ensure good hygiene for everyone.</p> <p>-Regular handwashing or hand sanitising throughout the day including on entry to school and end of the day</p> <p>-Visual reminders of the symptoms for their own symptoms and household symptoms.</p> <p>-Hand washing and hand sanitising points around school to remain.</p> <p>-Feet dip trays used when appropriate.</p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<ul style="list-style-type: none"> -Staff to discuss good hygiene with all children in September 2021. -Revisit the e-Bug website with children in September. -Discuss the importance of 'Catch it, kill it, bin it' with all children in September. (Whole school assembly (virtually?) regarding good hygiene in September?) -Staff to use appropriate PPE when completing personal care. -Maintain appropriate cleaning regimes. -Enhanced cleaning regime to remain. -Each classroom to keep their own spray bottle and clothes for effective and prompt cleaning. -Frequently used equipment to be cleaned twice a day. -Teaching staff to establish a safe and effective way of implementing the cleaning of books and pencils. -Outdoor equipment to be cleaned and wiped daily. -Early Years equipment to be regularly sterilised, wiped and cleaned. -Touch points to be cleaned regularly within school. (Handles and taps especially) -Resources/cleaning products required to complete a deep clean should be ready in the event of a suspected/positive case. -Tables to be wiped regularly. Staff may be required to shower after the DC of a suspected/positive case. -Keep occupied spaces well ventilated. -Windows/doors to provide ventilation whilst maintaining a comfortable teaching environment. -The level of ventilation should be appropriate for the number of people present and the size of the area. -Rooms identified as potential lack of ventilation: Dream Room/ Library- Keep window open Sensory Room- Manage number of people, Keep windows open. AP Classroom- Keep door open. 						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						<p>Music Room- Keep door open. Any doors closed for confidential meetings/discussions should remain closed for as little time as possible. Fire Door should remain closed. (Double fire doors on the corridor have a mechanism that closes when the fire alarm is activated)</p> <p>-Follow public health advice on testing, self-isolation and managing confirmed cases.</p> <p>-Staff/children should NOT come into school:</p> <ul style="list-style-type: none"> • If they have symptoms for COVID-19 • Had a positive test result <p>Or any other reason relating to staying at home such as quarantining.</p> <p>-Anyone who develops symptoms (even if mild) should be sent home.</p> <p>-Bubble will no longer be required to isolate. Instead, children may be offered a PCR test.</p> <p>-Anyone who has been double vaccinated should NOT need to isolate.</p> <p>-Unvaccinated people will be required to isolate.</p> <p>This information should be read by ALL members of staff.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Supply staff team recruited. October 2020 They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions via Microsoft Teams. Sports coaches using NHS app to guide risk and inform straight away if they have been in contact with a positive case.</p>						
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be	Cleaning regime reviewed to provide extra attention to hand contact points, surfaces, shared areas used different groups and toilet		M	L	A cleaning plan is in place to ensure deep cleaning is monitored and delivered on a daily basis from 7am to 7pm each day. Cleaning plan attached.	Learning Bubbles Premises Team	Continuously	Continuously.			

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
All staff have read COSHH policy.	exposed to COVID-19.	<p>spaces are cleaned throughout the school day. Morning and evening.</p> <p>Increased cleaning regime- all shared equipment needs to be cleaned after use. Clean outdoor equipment at the end of the day.</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). · Wash hands before and after use. <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. Outside door to be open. Skylight to be open when not raining to allow for more ventilation. Windows to be open.</p> <p>Bins for tissues to be emptied throughout the day. Emptied at lunchtime and end of the day. Monitored throughout the day. LM</p>				<p>LM/TO will be responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings This has been read by all leads and information disseminated to staff.</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. <p>Hand gel not placed in sunshine heat to avoid a fire hazard. SLT to check daily that the fire routes are maintained daily.</p> <p>Government guidance for managing playgrounds and outdoor gyms is available via: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances has been adopted and 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 This has been read by all leads and information disseminated to staff.</p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<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. All touch points cleaned at least 3 times per day.</p> <p>The risks from any hazardous substances used for cleaning MUST be COSHH assessed and MSDS sheet available. In TO office.</p> <p>Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage. Locked cupboard.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances. COSHH statement read and consultation with premises team undertaken.</p>				<p>Follow the control measures stated in the previous section.</p> <p>Children are now able to mix at lunchtime, if needed as class bubbles are no longer required.</p> <p>-Our lunchtime routines will remain the same until we review them in the Autumn term.</p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
						COSHH training carried out KW Feb 2020.						
Risk of transmission due to contact activities. Intimate care – full PPE and double bag whist wearing gloves.	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. Social distancing not required. Establish which lessons or classroom activities can take place outdoors. Review the school timetable: <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. Embedded Shaking hands with colleagues and visitors will be staff preference. All staff to respect the boundaries of others. Staff can continue to provide their own cups and plates.	L	M	L	CLEAPSS has issued guidance for understanding the world and COVID-19 available via: http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx Read CLEAPSS has issued guidance for physical development and expressive arts and COVID-19 available via: http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx Read Replace any shared cups with disposable cups and encourage parents to provide water bottles for children. All children have individual school water bottles. Children to bring in their own named water bottle which is sent home and cleaned every night. Washed in dishwasher. Teaching staff to implement a safe and effective method to clean Government guidance for the full opening of schools. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	Learning bubbles	Daily	Daily	L	M	L

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		Staff to encourage pupils to avoid bringing additional items from home into school unless absolutely necessary. Pupils should work / play outside as often as this is possible.				Read Control Measures put in place and actioned by ALL members of staff. -Ensure good hygiene for everyone. -Maintain appropriate cleaning regimes. -Keep occupied spaces well ventilated. -Follow public health advice on testing, self-isolation and managing confirmed cases. Stated in more detail in the previous category. This information should be read by ALL members of staff.						
Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	There may be an additional risk of infection when singing, chanting, playing wind / brass instruments or shouting. Implement additional actions to reduce risk, including; - Physical distancing between individuals. - Playing outside wherever possible. - Limiting group size to 24 pupils. From April 2021 Reception to Year 4 whole class and Year 5/6 maximum of 20. - 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.				No singing currently only humming, tapping on desks. All PE outside or under canopies. Day PE times allocated per year group to ensure no bubble mixing. 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. Visitors currently severely restricted. Contractor induction undertaken for all site visits. Although assemblies are permitted, we will take a gradual approach to implementing them again, with assemblies remaining virtual for the beginning of the Autumn term.						

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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. <p>Assemblies now permitted.</p>				<p>No swimming. Decision made by governing body. Currently no study support clubs.</p> <p>-Review and Update when further information is available.</p>						
Increased risk of exposure to COVID-19 during educational visits	Individuals may be exposed to COVID-19					<p>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p> <p>We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term, you</p>						

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						<p>can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>You must be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved to amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p> <p>You must undertake a full and thorough risk assessment in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>General guidance about educational visits is available via: Health and safety on educational visits - GOV.UK (www.gov.uk)</p> <p>This is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP): https://oeapng.info</p>						
Failure to manage and implement COVID-19 controls during wraparound provision	Individuals may be exposed to COVID-19					<p>More information on planning extra-curricular provision can be found in the guidance: Protective measures for holiday or after-school clubs and other out-of-school settings for children</p>						

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and extra-curricular activity						<p>during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</p> <p>A specific risk assessment must be completed for wraparound provision and extra-curricular activities outlining control measures to manage the risks associated with COVID-19.</p>						
Outbreak management of confirmed cases of COVID-19 amongst the school community	Individuals may be exposed to COVID-19					<p>You must have an outbreak management plan outlining how your school operates if there is an outbreak in your school or local area. Details are included in this risk assessment</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p> <p>Please refer to the outbreak thresholds given in the Contingency Framework for childcare and educational settings (page 18).</p> <p>Additional support is available via the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take if you are concerned about transmission in the setting.</p> <p>It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak.</p> <p>You <u>must</u> also contact the DfE helpline in the event that a child or member of staff develops serious illness (e.g. students or staff members admitted to hospital or a death as a result of a confirmed COVID-19 infection)</p>						
Pupils unable to understand OR recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be	Reinforce key messages throughout the school day and build into routine.	L	M	L	Consider implications on the behaviour policy and review as necessary.	Learning Bubbles	Daily	Daily	L	M	L

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	exposed to COVID-19.	<p>-Daily reminders about hand washing and distancing.</p> <p>Teach children hand washing techniques.</p> <p>-Daily hand washing video (Download and put on the desktop)</p> <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>Hand washing with soap thoroughly throughout the day.</p> <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 paper towel • Washing hands <p>Behaviour policy to be implemented where appropriate. AL review July 2020. Next review Jan 2021.</p> <p>-Has this been reviewed?</p>				<p>Reminders for staff and lessons for children to respect other people's view on COVID-19 and potentially their need of additional space to feel safe.</p> <p>-Use our STARFISH values in September to discuss how different people may approach situations.</p> <p>All staff to maintain a professional and respectful attitude towards other's apprehensions.</p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for parents to drop off / collect pupils to reduce the number of adults in school.</p> <p>Parents / Carers advised of the arrival and collection procedures.</p> <p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>Parents, carers and staff, who can, must try wherever possible to walk or cycle.</p>	L	M	L	<p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via phone call, Tapestry, Google Classroom, Class emails, weekend contact email. 3 telephone lines available in the office for parent contact. This information to be provided to parents prior to school reoccupation.</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. Newsletter 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 No transport used 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). No transport used <p>Multiple staff rest areas will be available including the AP classroom, the staffroom and the library. Staff can move freely between the staff rest areas, but must be respectful towards others and their own boundaries of space.</p> <p>Staff must ensure that all rest areas have appropriate ventilation.</p>	Learning bubbles	Daily	Daily	L	M	L

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Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.				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. Masks should be worn when using pupil transport or in crowded areas with people you don't usually work with.						
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission. Amazon prime gained for next day delivery. Best value still to be considered. Staff must ensure JV/TO are informed when stock is getting low.	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. LA PPE Assurance of a secure supply chain to be in place for essential supplies prior to reopening. LOW RISK WITH PRIME Discuss with contractor agencies 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. AMAZON PRIME Quality assured and successful trial.	L	M	L	HR will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day. HR/TO and LM 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 your local authority. Within Nottinghamshire please email ppe@nottscc.gov.uk for assistance. https://www.gov.uk/guidance/local-resilience-forums-contact-details#england This has been read by all leads and information disseminated to staff. Gloves to clean stored in the office. Staff to collect a pair when needed. Nottinghamshire Community Schools to be provided with an initial stock of PPE for use for a symptomatic individual in school. All recorded and stored. Additional items received from partners.	Learning bubbles to inform JV	Daily	Daily			

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						AL TO CHECK WHAT IS APPROPRIATE NOW WE ARE AN ACADEMY.						
Increased risk of transmission due to inadequate hygiene and inadequate PPE	Individuals may be exposed to COVID-19					<p>Hand and respiratory hygiene Frequent and thorough hand cleaning should now be regular practice. You must continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</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. Lidded bins MUST be used. <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>						

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						<p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</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>Free resources are available, including materials to encourage good hand and respiratory hygiene via: information about the Coronavirus (e-bug.eu)</p> <p>Use of personal protective equipment (PPE) Most staff in schools will not require PPE beyond what they would normally need for their work. Further guidance is available at: Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)</p>						
Increased risk of transmission due to inadequate cleaning regimes	Individuals may be exposed to COVID-19					<p>An appropriate cleaning schedule must be implemented and maintained. This must include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. Designated staff and timetable in place for cleaning schedule.</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.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p>						

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						Additional guidance is available at: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)						
Increased risk of transmission due to insufficient ventilation	Individuals may be exposed to COVID-19					<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Poorly ventilated areas of school must be identified, and controls implemented to improve fresh air flow in these areas particularly when holding events where visitors such as parents are on site, for example, school plays, assemblies.</p> <p>Poorly ventilated areas include:</p> <ul style="list-style-type: none"> • Front meeting room (no windows). This room should only be used if the other meeting rooms are unavailable. It must only be used for small meeting. Masks must be available, and the door left open when in use. <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These must be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems must be adjusted to full fresh air or, if this is not possible, then system should be operated as normal as long as they are within a within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you must ensure that they are maintained in accordance with the manufacturers' recommendations.</p>						

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						<p>Opening external windows can improve natural ventilation, and in addition opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where it is safe to do so).</p> <p>Doors and windows and sky lights to be opened throughout the day in all areas, with deep ventilation occurring when the class is not in use e.g. lunch times.</p> <p>The need for increased ventilation while maintaining a comfortable temperature must be balanced.</p> <p>If you require any further support or guidance relating to ventilation in your school please contact Suzanne Smith (Compliance, Maintenance and Risk Manager) via: suzanne.smith@nottscc.gov.uk.</p> <p>Additional guidance is also available at:</p> <ul style="list-style-type: none"> • Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) • CIBSE - Coronavirus COVID 19 						
Use of face coverings in education settings to minimise transmission of COVID-19	Individuals may be exposed to COVID-19					<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The legal requirement to wear face coverings has been removed, however, there is an expectation they are worn in enclosed crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated school transport.</p> <p>Springbank staff are advised to wear face coverings when with large numbers of adults, crowded areas or in areas where there is reduced ventilation.</p>						

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						<p>If there is an outbreak in school, you may be advised to temporarily reintroduce the wearing of face coverings in communal areas of classrooms (by pupils, staff and visitors, unless exempt).</p> <p>It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak.</p> <p>Face coverings (whether transparent or cloth) must fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. In this situation an individual risk assessment must be completed, and items must always be cleaned appropriately.</p> <p>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.</p> <p>You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.</p> <p>No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.</p>						

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Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible. -Tapestry or email -Emails are accessed throughout the day.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> • Method of signing in • Maintenance of safeguarding controls / security • Physical barrier to protect those working in reception • Signage on gate / door advising of procedures 	L	L	L	<p>DW/HR reviewed and implemented adaptations to reception area.</p> <p>LM/AC conducted 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/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors This has been read by all leads and information disseminated to staff.</p> <p>Mobile communication phones to be used for communication- cameras need to be covered. Staff to only use school equipment to record or take pictures whilst in school. Office to phone if needed to avoid office staff entering our classroom.</p> <p>Safety screens in place for all office staff. Restricted visitors.</p> <p>KG reviewing signage weekly.</p> <p>Intercom used. Staff on carpark duty morning and evening.</p> <p>Hand gel, gloves, tissues and all PPE available in office.</p>	Learning bubbles						

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		<ul style="list-style-type: none"> 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. Zip wallet <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained. Covid-19 safety - signature completed by office staff</p>	L	M	L	<p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via newsletter and text</p> <p>No letters only emails, texts and phone calls.</p> <p>Post left for 72 hours before opening.</p> <p>APP symbol created. DW</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)</p>	M	M	M	<p>KW will be responsible for reviewing the fire risk assessment.</p> <p>AC will be responsible for updating any fire evacuation routes.</p> <p>LM will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>LM will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p>	Learning bubbles KW LM AC					

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>– kept away from heat sources) etc. No hand gel left in direct sunlight or on windowsills</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. -Corridor double doors MUST be kept closed. Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via email and text.</p> <p>Fire drill to be completed 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>KW will be responsible for reviewing PEEPs regularly and amending support plans as required. via email.</p> <p>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety This has been read by all leads and information disseminated to staff.</p> <p>KW- To update staff on any changes to the assembly point. -Fire assembly points to remain spaced around school.</p> <p>ACTION: Fire Drill to be completed first week that children are in school. Policy reviewed November 2020 Practises from November for individual classes. Then full fire evacuation. January 2021.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.</p> <p>AC/LM will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		Contingency plans in place for alternative support for PEEPs due to staff absence. Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.	L	M	M	PEEPs reviewed Nov 2020 Staff email sent out as warning. July 2020.						
Inadequate first aid provision in school. All EYFS staff paediatric first aid trained. List of all qualified first aiders displayed 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. -Early years paediatric June 2019 -VC/JF Main paediatric first aider. 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. All staff trained June 2019 Named first aiders who quality assure each week. 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. PPE DW/HR	L	M	L	HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm This has been read by all leads and information disseminated to staff. https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm This has been read by all leads and information disseminated to staff. The Department for Education has issued early years foundation stage: coronavirus disapplication's, 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 This has been read by all leads and information disseminated to staff. Government guidance issued for first responders should be considered during first aid response, available at:	Learning Bubbles					

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 <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		<p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located checked routinely.</p> <ul style="list-style-type: none"> -HR checks first aid. -HR head bump first aider. -Staff will let DW know if we need more equipment. -Spare first aid equipment kept in cupboard and first aid trolley. Kits checked weekly DW <p>School awareness of method for contacting emergency services.</p> <p>Phones available throughout school for contact. 3 separate phones in admin office.</p> <ul style="list-style-type: none"> - Personal phone (camera covered) can be used to call the office if needed. <p>Staff to wear PPE when first aid applied.</p> <ul style="list-style-type: none"> -Double bag used first aid equipment. 	L	M	L	<p>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 This has been read by all leads and information disseminated to staff.</p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment This has been read by all leads and information disseminated to staff.</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk. This has been read by all leads and information disseminated to staff.</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 This has been read by all leads and information disseminated to staff.</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 This has been read by all leads and information disseminated to staff.</p>						

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
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. -EYFS children to be in sight or hearing at all times. Staff received Coping with Risky Behaviours (CRB) training – January 2021. Awareness of safeguarding pupils reporting procedures and designated safeguarding officer. Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.	L	M	L	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 Mental health and Wellbeing -Parents moods may be affected from mental health related to covid19 for example depression or anxiety. -Children may display behaviours that they had previously outgrown such as tantrums, wetting and separation anxiety from parents. -Online help, support and guidance can be found online. -Clear communication with parents via phone, email, text and Tapestry where appropriate.	Learning Bubbles					
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 (<i>Step 5</i>):						
Assessors Signature: Adam Lumley			Date: 04.01.2021 02/09/21			Authorised By: Julie Vaccari			Date: 04.01.2021 02/09/21			

Governors Informed 10.03.2021
Meeting with union Reps 08.03.2021

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.