

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

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
Site Address/Location:	Bramcote College	Department/Service/Team:	James Macdonald / Colin Strawbridge
Note: A person specific assessment MUST be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daily email update read from gov.uk and DfE and changes to guidance read. [REDACTED]</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, via email and Staff Briefings [REDACTED]</p> <p>Changes to school arrangements are communicated to parents via email and the school website. [REDACTED]</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced [REDACTED]</p>	1	3	3	<p>[REDACTED] to check BC SLT are aware of any changes to government guidance. www.gov.uk/coronavirus www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings DfE Coronavirus helpline, tel: 0800 046 8687</p> <p>Up to date guidance is distributed and communicated to Union Reps</p>	[REDACTED]	Daily		1	3	3

Students identified as at increased risk are exposed to COVID-19.	Vulnerable students – catching 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>Clinically extremely vulnerable children are not expected to be attending school and should continue to be supported at home as much as possible.</p> <p>If a child is deemed clinically vulnerable (but not clinically extremely vulnerable), parents MUST follow medical advice provided for their child.</p> <p>Communication with parents of vulnerable children and update health care plans where necessary [REDACTED]</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only. [REDACTED]</p> <p>Updated health care plans to be signed by parent / carer. [REDACTED]</p>	2	3	6	<p>Identify students who are clinically extremely vulnerable and clinically vulnerable. 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-people-version www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p> <p>Assess whether any vulnerable students can attend site and put in place individual risk assessment if necessary.</p> <p>Additional arrangements are implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>All staff to be trained in the safe putting on / removal of PPE. <i>Government guidance issued for COVID-19 Personal Protective Equipment is available at:</i> https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>Any situations where RPE may be required to be identified. <i>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</i> hands@nottscc.gov.uk. <i>HSE guidance related to COVID-19 and face-fit testing is available at:</i> https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	[REDACTED]	By 12/6/20		1	3	3
Staff identified as at increased risk are exposed to COVID-19.	Vulnerable staff – catching COVID-19	<p>Clinically extremely vulnerable individuals are advised not to work outside the home / rigorously follow shielding measures in order to keep themselves safe. Staff in</p>	2	3	6	<p>Alert [REDACTED] to any changes to guidance www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p>	[REDACTED]	Daily		1	3	3

		<p>this position are instructed not to attend the school site.</p> <p>Clinically vulnerable individuals are advised to take extra care in observing social distancing and should work from home where possible. Staff in this position are encouraged not to attend the school site and advised / encouraged / supported to work from home.</p> <p>All staff only attend school / Trust premises when required and work from home where possible.</p> <p><i>If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2m away from others wherever possible. The individual may choose to take on a role that does not allow for this distance if they decide to do so. If they have to spend time within 2m of other people, settings MUST carefully assess and discuss with them whether this involves an acceptable level of risk. All staff expected to maintain 2m distancing on site at all times. Vulnerable staff not expected to attend site.</i></p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable [REDACTED]</p>		<p>www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p> <p>If an employee deemed clinically vulnerable is unable to work from home or chooses to return to work, then a specific risk assessment MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process. Staff have the right to make contact with their professional body.</p> <p>Identify staff trained to complete an individual staff RA</p> <p>Arrange training for staff</p> <p><i>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. 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</i></p> <p>Staff who class themselves as vulnerable (e.g. BAME etc) must complete an individual risk assessment. This MUST be completed in conjunction with the employee and manager. Both parties MUST sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p> <p>Arrangements implemented to support additional needs of vulnerable staff attending school MUST be documented within an individual risk assessment.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>12/6/20</p> <p>15/6/20</p> <p>15/6/20</p> <p>12/6/20 and ongoing</p> <p>15/6/20</p> <p>15/6/20 and ongoing</p>			
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Staff / pupils living with a shielded or clinically vulnerable person.	Vulnerable family members – catching COVID-19	<p><i>Pupils or staff living with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant can attend their education or childcare setting.</i></p> <p>Staff - This is tracked and additional protective measures advised. [REDACTED]</p> <p><i>Pupils or staff living in a household with someone who is extremely clinically vulnerable it is advised they only attend their education or childcare setting if stringent social distancing can be adhered to, and in the case of children, they are able to understand and follow those instructions. If stringent social distancing cannot be adhered to then such individuals are not expected to attend. In this case they should be supported to learn or work from home.</i></p> <p>Staff not expected to attend and students advised not to. [REDACTED]</p>	2	3	6	<p>Staff - Risk assessment to be completed on request for staff with someone vulnerable in their household.</p> <p>Students – record of students living in a household with someone vulnerable / extremely vulnerable to be created. (include BAME families and householders with people 70+)</p> <p>Students – discussion with parents / SW where vulnerable / extremely vulnerable person in house to decide if they should attend site and put in place individual RA if necessary</p> <p>Guidance to students and parents of additional protective measures (eh. Clothes washing)</p> <p>www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	[REDACTED]	Daily		1	3	3

Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Students / staff - risk of contracting COVID-19.	<p>Students, parents and staff are informed that they must not attend site if anyone in their household has possible COVID-19 symptoms and are advised to follow government guidance (self-isolate and book test for person with symptoms)</p> <p>Monitor staff absence related to COVID-19</p> <p>Students on site reminded of expectations daily</p>	2	3	6	<p>Chck home school agreement to ensure this is clear</p> <p><i>NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via;</i> www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</p>	12/6/20		2	3	6
Pupil displays symptoms of COVID-19 whilst at school.	Students / staff – risk of contracting COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p><i>The Government stay at home guidance MUST be followed if pupils become unwell with;</i></p> <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature • Loss of sense of taste / smell <p>Symptomatic child will be moved to Textiles Room which is used as the isolation area until parent arrives.</p> <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>Staff supervising pupils in isolation area MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE MUST be worn.</p>	2	3	6	<p>Staff to be reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals - site and Supervision Guidance, Staff training</p> <p>Parents provided with information about key symptoms via on site agreement; 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>www.nhs.uk/conditions/coronavirus-covid-19/ www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>will be responsible for running the isolation area – the Textiles Room (in case 2 cases in 72 hours the Year 13 Art Room will be the second Infection Room). The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. • Ensure Art Rooms not used for any other purpose • Add signage to door from corridor <p>Inform staff via Site Instructions: When a child becomes unwell and a supervising a distance of</p>	15/6/20 / regularly 12/6/20 and ongoing 12/6/20 126/20		1	3	3

		<p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>██████████ responsible for overseeing the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> • A room with a door that can be closed • Supervision provided for pupil(s) in the isolation area – where necessary. • A window available and opened for ventilation. • Access to a separate toilet (in case needed whilst awaiting collection). • An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. • Signage displayed to indicate the isolation area advising “no entry”. <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 or the pupil / other individual subsequently tests positive. Staff MUST wash hands thoroughly for 20 seconds</p>			<p>2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • A face mask <p>If contact with the child is required then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Gloves • Apron <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"> • Eye protection <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. (see above)</p> <p><i>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@nottsgov.uk.</i></p> <p><i>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></p> <p><i>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</i></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><i>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</i></p>				
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		<p>after any contact with someone who is unwell.</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>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.</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>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p>								
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		<p>Staff and parents to be made aware of any confirmed or suspected cases if they / students have had contact (but not precautionary testing / absence)</p> <p><i>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i></p> <p><i>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</i></p>										
Staff displays symptoms of COVID-19 whilst at work in school.	Staff / students – risk of contracting COVID-19	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>If staff feel unwell including with the above symptoms during the school day they MUST go home.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned</p>	2	3	6	<p>Remind staff of expectations and through training, site guidance and working on site / returning to work process</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. Set up system for recording</p> <p><i>NHS guidance relating to coronavirus symptoms is available at:</i> https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p><i>The government stay at home guidance is available at:</i> https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>				1	3	3

		<p>and / or disinfected. The Government guidance MUST be followed for cleaning non-healthcare settings.</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><i>The Government stay at home guidance MUST be followed if staff become unwell with;</i></p> <ul style="list-style-type: none"> • <i>A new continuous cough, or</i> • <i>A high temperature</i> • <i>Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste)</i> <p>Staff and members of their household who are experiencing possible COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.</p> <p><i>All essential workers, and members of their households who display symptoms of COVID-19 can be tested. Employers can register and refer self-isolating staff, and employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms. Employees can choose to visit one of the drive-through testing sites across the</i></p>		<p><i>Staff who have supported unwell colleagues (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms, or the individual subsequently tests positive. Staff MUST wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</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. • Bins MUST be emptied regularly throughout the day. <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</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><i>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:</i> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>				
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


		<p>country or receive a home testing kit. To obtain a login to the employer referral portal, employers of essential workers should contact: portalservicedesk@dhsc.gov.uk The government guidance on coronavirus (COVID-19) getting tested is available via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</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>Staff and parents to be made aware of any confirmed or suspected cases if they / students have had contact (but not precautionary testing / absence)</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in</p>										
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		that group subsequently develops symptoms.											
Pupils / staff will transmit COVID-19.	Students / staff – risk of contracting COVID-19.	<p>Frequent hand cleaning and good respiratory hygiene practices - All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current govt advice.</p> <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 • Before food preparation • Before eating any food (inc. snacks) • Before leaving school <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 / 	2	3	6	<p>Share key messages of hand hygiene with parents / pupils / students – posters, emails, attending site agreement, student expectations, reminders from staff</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>██████████ will be responsible for checking / replenishing soap and hand drying facilities, checking hand sanitiser dispensers and Infection Control boxes in classrooms in use daily. Staff / students to report any issues.</p> <p>Assess handwashing capacity and explore options for increasing this.</p> <p>Students permitted to leave classroom individually to wash hands.</p> <p><i>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</i></p> <p>Purchase and fit hand sanitiser dispensers in classrooms to be used</p> <p>Source and purchase Lidded bins - replace bins in classrooms MUST be used</p> <p>Floor stickers / stencils / signage inside and outside on the floor in corridors re one way / social distancing / queuing areas</p> <p><i>Government guidance relating to implementing protective measures in education and childcare settings is available via:</i> https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	<p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p>	<p>Ongoing / 15/6/20</p> <p>15/6/20</p> <p>8/6/20</p> <p>12/6/20</p> <p>22/6/20</p> <p>15/6/20</p> <p>15/6/20</p> <p>12/6/20</p>			2	3	6

		<p>sneeze with tissue, throwing tissue in the bin and washing hands.</p> <p>Tissues provided in classrooms.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Hand sanitiser dispensers fitted in classrooms in use.</p>										
Increased risk of transmission due to increased pupils / staff working in close proximity.	Students / Staff – risk of contracting COVID-19.	<p>Minimising contact and mixing</p> <p><i>Social distancing MUST be maintained wherever possible ensuring that staff and pupils are spaced out at all times.</i></p> <p><i>Social distancing in school will include;</i></p> <ul style="list-style-type: none"> • <i>Sitting children at desks that are 2m apart</i> • <i>Ensuring everyone queues and eats further apart than normal</i> • <i>Keeping apart when in the playground or doing any physical exercise</i> • <i>Visiting the toilet one after the other</i> • <i>Staggering break times</i> • <i>Avoiding unnecessary staff gatherings.</i> <p><i>Children, young people and staff to only mix in a small, consistent group.</i></p>	2	3	6	<p>Ensure that only a quarter of pupils in year 10 / Year 12 (30) are in school at any one time, including vulnerable children and children of critical workers –</p> <p>Organise Y10 / Year 12 sessions to allow 2m distancing at all times. Organise rooms in advance so seating is 2m apart.</p> <p>Mixing between different groups of pupils will be kept to a minimum. Students to stay with the same group teacher on any day to minimise contact and mixing and transference between groups within a week will be kept to a minimum (The range of subjects taught means that some mixing may be unavoidable to provide pupils with face-to-face support from subject teachers)</p> <p>Each group will 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>Where possible, seat students at the same desk each day if they attend on consecutive days.</p> <p>No shared resources will be taken home.</p> <p>Y10 / Y12 arrival and departure times to be staggered. (While in general groups should be</p>	■	12/6/20		2	3	6
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	<p>Small groups to remain 2m away from each other wherever possible.</p> <p>Staff assigned to the same team and group of students for supervision</p> <p>TAs able to attend site utilised supporting vulnerable students</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>Students at the same desk on each day if they attend on consecutive days.</p> <p>Ensure that no students are on the school grounds unless for pre-arranged Supervision / Y10 session.</p> <p>Supervision groups have staggered breaks and lunchtime in social bubble groups.</p> <p>Ensure that the use of public transport to travel to and from school is minimised as far as possible. Where it is totally necessary, this should not be during peak times. Bramcote College will introduce staggered start and end times as appropriate to help achieve this. Staff travel between sites should be only for essential reasons. Staff travelling must wash their hands before</p>			<p><i>kept apart, brief, contact, such as passing in a corridor, is low risk... Y10 / 12 not in on same day</i></p> <p>Give clear messages to students and parents about minimising the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>Perform a Fire Drill in the first fortnight to ensure compliance.</p> <p>Ensure a qualified first aider on site at all times</p> <p>Survey students for use of public transport and adjust start / finish time to avoid travel at peak times</p> <p><i>Government guidance relating to implementing protective measures in education and childcare settings is available via:</i> https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>School will comply with government Test and Trace regulations</p> <p>School website update for Test and Trace privacy notice and parents texted re update</p> <p>Cleaning will include all keyboards being wiped down where used</p>	<p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p>	<p>12/6/20</p> <p>26/6/20</p> <p>15/6/20</p> <p>12/6/20</p> <p>10/6/2020</p> <p>From 1/6/20</p>			
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		departure and on arrival immediately.										
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Cleaning frequently touched surfaces often, using standard products such as detergents and anti-bac surface cleaner.</p> <p>Cleaner on site throughout the school day – cleaning rota to follow, overseen by Mick Goodson</p> <p>Each classroom has a Infection Control box to enable ad hoc cleaning as required</p> <p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces and toilet spaces are cleaned throughout the school day.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> Cutting and sticking 	2	3	6	<p>Stock checking, access and ordering system established</p> <p>Door props to be ordered and distributed</p> <p>External door openings to be replaced / repaired</p> <p>All rooms to be tidied and cleared with all items stored in sealed containers / cupboards</p> <p>The risks from any hazardous substances used for cleaning MUST be COSHH assessed. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p><i>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at:</i> https://www.nottinghamshire.gov.uk/schoolsporte/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</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> <p>Amend cleaning rota to include regular bin emptying in rooms being used</p> <p><i>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:</i> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> Fire risk 	<p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p>	<p>12/6/20</p> <p>12/6/20</p> <p>15/6/20</p> <p>15/6/20</p> <p>15/6/20</p> <p>15/6/20</p> <p>15/6/20</p> <p>12/6/20</p> <p>12/6/20</p>		2	3	6

		<ul style="list-style-type: none"> Painting and gluing <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p>				<ul style="list-style-type: none"> Impede emergency exit routes Trip hazard. 						
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Encourage outdoor activities where possible (weather dependent).</p> <p>Avoid teaching activities which involve:</p> <ul style="list-style-type: none"> Passing items around a class Circle time objects Artefact sharing Gymnastics and contact PE activities. <p>Avoid shaking hands with colleagues and visitors.</p> <p>Staff and pupils to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be cleaned before being distributed that are not for their own personal use.</p> <p>Items to be cleaned frequently.</p> <p>Pupils should work / play outside as often as this is possible.</p>	3	3	9	<p>Staff should use and wash their own cups after use or use the dishwasher. Replace any shared cups with disposable cups and encourage parents to provide water bottles for children.</p> <p>Signage for water foundations – to refill bottles only.</p> <p>Remind staff and students of the need to disinfect any shared items.</p> <p>Students encouraged to bring their own writing equipment. Student sealed equipment pack to be quarantined and disinfected after use.</p> <p>Review the school timetable: Decide which lessons or activities will be delivered Use timetable and selection of classrooms or other learning environments to reduce movement around school</p> <p>Organise any facilities that are going to be used in advance</p> <p>Specific consideration MUST be given to the effect of school closures and working within D&T and Science.</p> <p>www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</p> <p>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via:</p>	  	15/6/20 and ongoing	10/60/20	1	3	3

		<p>Pupils to work in as small groups as possible. When working inside, pupils should be in small groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance.</p> <p>Minimise shared use of pcs / laptops. Disinfected daily.</p>				http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx						
<p>Pupils unable to understand / recognise the COVID-19 control measures.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>All Trust schools will reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> • On arrival • Before / after break • Before / after lunch • Before leaving school <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> • Social distancing • Cough / sneeze into tissue • Washing hands <p>Staff and students working in areas of ignition (science / tech / food are examples) must wash their hands with soap and not use alcohol-based sanitiser to reduce risk of burns</p>	2	3	6	<p>Physical intervention and behaviour policies to be reviewed and amended.</p> <p>Staff to be provided with face visor and to have mask, gloves and apron available.</p> <p>Staff have access to PPE where they have to go within 2m of another person.</p> <p>Local notices warning of flammable liquid to be displayed on walls at hand sanitising stations</p>	<p>█</p> <p>█</p> <p>█</p> <p>█</p>	<p>12/6/20</p> <p>15/6/20</p> <p>8/6/20</p> <p>12/6/20</p>		1	3	3




<p>Large groups congregating making social distancing difficult.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Internal corridors all one-way unless >2m wide.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Avoid whole school assemblies and stagger assembly groups.</p> <p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> - Encourage parents, children and young people to walk or cycle to their education setting where possible. - Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19 - Transport providers follow hygiene rules and try to keep a distance from their passengers - Take appropriate action to reduce risk if hygiene rules and social distancing is not possible (e.g. transporting children and young people with complex needs who need support to access vehicle / fasten seatbelts). - Due to social distancing, the school's minibuses will not be in use until further guidance received. <p>Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>The school will give clear messages to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. Schools should consider the potential for broader social mixing outside school when deciding their approach and communicate with pupils about not socialising with each other in groups of outside school.</p> <p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport. Encourage parents, children and young people to walk or cycle to their education setting where possible.</p> <p><i>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via:</i> https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Provide parents with information about changes to pupil drop off / collection and timetable for the school day in advance of returning to school <i>Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).</i> <i>Parents / Carers advised only one individual to accompany children to the education / childcare setting.</i> <i>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).</i></p> <p>Arrangements for break times and lunch times MUST be reviewed to enable social distancing (e.g. stagger timings).</p> <p>Arrangements for the movement of pupils around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p>	<p></p>	<p>Before reopening</p>	<p>1</p>	<p>3</p>	<p>3</p>
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<p>Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Assurance of a secure supply chain to be in place for essential supplies prior to reopening.</p> <ul style="list-style-type: none"> - Expert advice sought through contact to access reliable suppliers of PPE / cleaning / hygiene supplies - Local supply chains MUST be used to source PPE, cleaning materials and hygiene products. <p>Nottinghamshire NHS Trust has provided the Trust with an initial stock of PPE and will be able to supply more as needed.</p>	2	3	6	<p>Discuss with contractor agencies (e.g. catering, grounds maintenance) to ensure that processes are in place for the supply of materials and provision of service.</p> <p>Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.</p> <p>██████████ will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day and updating stocktaking records.</p> <p>██████████ will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p> <p><i>Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via:</i> https://www.gov.uk/guidance/local-resilience-forums-contact-details#england</p>	<p>██████████ 12/6/20</p> <p>██████████ 12/6/20</p> <p>██████████ 8/6/20</p> <p>██████████ 8/6/20</p>		1	3	3
<p>Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Review reception area of school, including;</p> <ul style="list-style-type: none"> - Social distancing marking - Method of signing in - - Remove any touch screen or biometric check in or intercom which involves skin contact - Maintenance of safeguarding controls / security - Frequent cleaning regime of hand contact points - Hand gel available - Electronic and phone communication for parents <p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential ██████████</p>	2	3	6	<p>Frequent cleaning of keypad on gate</p> <p>Adapt reception area:</p> <ul style="list-style-type: none"> - Physical barrier to protect those working in reception - Signage on gate / door advising of procedures and no use of touch screen <p>Where possible, contractors to only access sites when they are quiet or closed eg holidays</p> <p><i>The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at:</i> https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</p>	<p>██████████ 8/6/20</p> <p>██████████ 11/6/20</p> <p>██████████ 10/6/20</p> <p>██████████ 10/6/20</p> <p>██████████ 15/6/20</p>		1	3	3

		<p>Conduct contractor induction and maintain a record. [REDACTED]</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. catering, food supplies, hygiene suppliers).</p> <p>Make SLT aware of any essential contractors [REDACTED]</p> <p>Disable touch screen for signing in purposes [REDACTED]</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p>													
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.	Current fire risk assessment and evacuation plan.	2	3	6	<p>Consider safe evacuation in any re-modelling or areas</p> <p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Ensure staff area aware that doors propped open (to minimise contact and aid ventilation) MUST</p>	[REDACTED]	12/6/20	[REDACTED]	12/6/20	[REDACTED]	15/6/20	1	3	3

					<p>be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight); Fire doors MUST not be propped open.</p> <p>Update fire evacuation routes.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via email and staff briefings / training; written and published fire procedures.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed within 2 weeks of wider opening and a record maintained in the fire log book.</p> <p>██████████ will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>██████████ will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Care needs to be taken when refilling hand sanitiser units to avoid ignition and contact with eyes</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils. Contingency plans in place for alternative support for PEEPs due to staff absence</p> <p><i>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at:</i> https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</p>	<p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p>	<p>15/6/20</p> <p>15/6/20</p> <p>15/6/20</p> <p>27/6/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>12/6/20</p>				
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<p>Inadequate first aid provision in school.</p>	<p>In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.</p>	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school. (apart from Tuesdays)</p> <p>Training issued and refreshed continually to first aiders.</p> <p>School awareness of method for contacting emergency services.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>First aider to be on site on all days</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>PPE available and to be issued to all first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</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>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via:</i> https://www.hse.gov.uk/pubns/books/174.htm</p> <p><i>Advise issued by the HSE will be followed regarding the extension of first aid certification, available at:</i> https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <p><i>Government guidance issued for first responders should be considered during first aid response, available at:</i> https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p><i>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via:</i> https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p><i>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</i> hands@nottscc.gov.uk.</p> <p><i>Government guidance issued for COVID-19 Personal Protective Equipment is available at:</i></p>	<p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p> <p>██████</p>	<p>12/6/20</p> <p>15/6/20</p> <p>12/6/20</p> <p>12/6/20</p> <p>15/6/20</p>		<p>1</p>	<p>3</p>	<p>3</p>
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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.	Direct supervision and awareness of student behaviours at all times in small groups. Supervising staff have access to SLT phone number to request on call. Staff received Coping with Risky Behaviours (CRB) training as necessary. Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.	1	3	3	All incidents where staff experience violence, verbal abuse or aggression MUST be reported on Well worker as "physical violence" or "verbal abuse or threat". Well worker can be accessed via: https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true Parents / visitors / members of the public informed that abusive behaviour will not be tolerated – check signage in reception and on website. All staff to be trained in the safe putting on / removal of PPE and have access to PPE for emergency situations	  	As needed 8/6/20 15/6/20			1	3	3
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Review Date (Step 5):						
Assessors Signature:			Date:		Authorised By:			Date:					

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (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.