



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

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
Site Address/Location:	Toot Hill School, The Bank, Bingham, Nottingham, NG13 8BL	Department/Service/Team:	Whole school
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

[Type here]	[Type here]	[Type here]				<p>Dr Chris Eardley (Head of School) will be responsible for checking government guidance daily. In their absence Tom Garner (Deputy Head) and the Business and Operations Manager (Debs Mason) will fulfil this role. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronaviruses-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687</p> <p>Support also obtained through the wider Trust networks as necessary including Central HR and Operations.</p> <p>The Business and Operations Manager will be the Designated Covid Officer (DCO) for the School. The DCO will have responsibility, in conjunction with the Head of School, to ensure Covid procedures and compliance will ensure the Risk Assessment is updated as necessary.</p>	<p>Head of School / Senior Deputy Head of School</p> <p>EAR BOM (Support Staff) SOM (Governors) JGR (Pastoral)</p> <p>BOM/SOM</p> <p>BOM</p>	<p>All Daily</p> <p>Immediate</p>	<p>Immediate and On-Going</p> <p>On-going</p>			
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<p>[Type here]</p> <p>Pupils identified as at increased risk and exposed to COVID-19</p>	<p>[Type here]</p> <p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>[Type here]</p> <p>From 1st April 2021 pupils deemed clinically vulnerable can return to school.</p> <p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable</p> <p>Jen Gray (Pastoral Lead) and Rachel Brentley (SENDCO) to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p>	<p>[Type here]</p>	<p>[Type here]</p> <p>Government guidance on shielding and protecting people defined on medical grounds extremely vulnerable from COVID-19 is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19/guidance-on-protecting-people-most-likely-get-unwell-from-coronavirus-shielding-young-peoples-version</p> <p>If the need for PPE/RPE is required then staff will receive appropriate resources to allow them to put on PPE in the correct way.</p> <p>If RPE is required training and face-fit testing will be required in this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans. Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only. Updated health care plans to be signed by parent/carer. Additional Risk Assessment to be put in place for children if deemed necessary.</p> <p>Assess the need for PPE/RPE to facilitate any close contact person care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p>	<p>JGR/RBR RBR/CAdB RBR/CAdB CAdB and student services</p>	<p>Immediate Immediate Immediate</p>	<p>On-going On-going On-going</p>	
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<p>Staff identified as at increased risk and exposed to COVID-19.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>From 1st April 2021 employees who are deemed extremely clinically vulnerable can return to the workplace.</p> <p>Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Where an employee raises concerns, the School will discuss these in detail with the individual to consider the options available around their working practice. School may seek to implement additional control measures for that individual where necessary. 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>Pregnant women are expected to return to work with a completed risk assessment.</p>	<p style="background-color: #90EE90;"> </p> <p style="background-color: #FFFF00;"> </p> <p style="background-color: #90EE90;"> </p>	<p>Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance for staying alert and safe (social distancing) is available via: https://www.gov.uk/government/publications/stayingalert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>If an employee is deemed vulnerable and requires additional risk controls, then a specific individual risk assessment MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:-</p> <ul style="list-style-type: none"> • Age • Ethnicity • Underlying health conditions • Pregnancy <p>Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The Toot Hill new and expectant mothers at work checklist can be found on the NOVA portal.</p>	<p>NOVA HR/ BOM NOVA HR/ BOM BOM/SOM BOM/SOM/ R Scott</p>	<p>Immediate Immediate As Requested</p>	<p>Completed Prior to September On-going By Sept</p>	<p style="background-color: #90EE90;"> </p> <p style="background-color: #90EE90;"> </p> <p style="background-color: #90EE90;"> </p>
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				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.				

[Type here] Considered Step 1 (Clause 3.1)	[Type here] Who might be harmed and how Step 2 (Clause 3.2)	[Type here] Existing Control Measures: Step 3 (Clause 3.3)	Likelihood	Severity	Risk Rating	Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Who (Name)	When (Date)	Com plete (Date)	Likelihood	Severity	Risk Rating
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>Individuals instructed they MUST remain at home.</p> <p>Debs Mason (Business Manager), together with the Trust HR lead, to monitor staff absence related to COVID-19.</p> <p>Seek advice from Trust HR provision if required for staff absences.</p>				<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>Appropriate self-isolation note to be obtained through: https://111.nhs.uk/isolation-note</p> <p>The Trust's guidance is as follows:- If you present with symptoms, or anybody living in your household does (unless you fall into one of the categories below), you must follow the following steps:</p> <ol style="list-style-type: none"> 1. Inform your employer 2. Request a test (Tests can be requested from the following link: https://nhs.uk/conditions-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) 3. Follow the self-isolation guidance 4. Inform your employer of the outcome of your test <p>If you or someone you live with has symptoms of coronavirus:- Do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask someone to deliver it to your home. Do not have visitors in your home – including friends and family. Do any exercise at home – you can use your garden if you have one.</p> <p>You do not need to self-isolate if:</p> <ul style="list-style-type: none"> • You're fully vaccinated (this means 14 days have passed since your final dose of COVID-19 vaccine has been given by the NHS) • You're under 18 years and 6 months old. • You're taking part, or have taken part, in a COVID-19 medical trial. • You're not able to get vaccinated for medical reasons. 	BOM/SOM/ Nova HR Manager	Immediate	On- going			

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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>If you have symptoms of coronavirus, self-isolate for 10 days. After 10 days:</p> <ul style="list-style-type: none"> • if you do not have a high temperature, you can stop self-isolating and return to work if required. • if you still have a high temperature, keep self-isolating until your temperature returns to normal <p>You do not need to keep self-isolating if you just have a cough after 10 days. A cough can last for weeks after the infection has gone.</p> <p>If you live with someone who has symptoms, self-isolate for 10 days from the day their symptoms started. This is because it can take 10 days for symptoms to appear.</p> <p>If more than 1 person at home has symptoms, self-isolate for 10 days from the day the first person started having symptoms.</p> <p>If you get symptoms while self-isolating – you should self-isolate for 10 days from when your symptoms started, even if it means you are self-isolating for longer than 10 days.</p> <p>If you do not get symptoms while self-isolating – you can stop self-isolating after 10 days.</p>						

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<p>Pupil displays symptoms of COVID-19 whilst at school.</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>The Government stay at home guidance MUST be followed if pupils become unwell with:-</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • A loss of or change in their normal sense of taste or smell (anosmia) <p>Symptomatic child will be moved to the School's Medical Isolation Room which is used as the</p>				<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff to be informed of the key symptoms of COVID19 and procedure for dealing with symptomatic pupils / other individuals via Emails, Head of School Briefings and meetings through TEAMS. Health and safety and operation training was carried out with all staff on their return to school in September, which was a compulsory requirement. There will be further regular refreshers and updates as necessary.</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</p> <p>Contact tracing - Omicron variant</p> <ul style="list-style-type: none"> • All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant, irrespective of vaccination status or age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation 			<p>Sep 2021 and on-going</p>			
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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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating

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		<p>isolation area until parent arrives for collection. Suitable PPE MUST be worn with a symptomatic student at all times regardless of whether social distancing can or cannot be observed. This includes disposable gloves, disposable face mask, visor and disposable apron.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the pupil with symptoms MUST be cleaned, in line with the School's Covid specific cleaning regime, after they have left to reduce the risk of passing the infection to other people. 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>				<p>symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19stay-at-home-guidance</p> <p>The Site Manager will be responsible for setting up the isolation area and the H&S Officer responsible for checking in line with Government and Nova guidance. The following elements MUST be included (wherever possible):-</p> <ul style="list-style-type: none"> • A room with a door that can be closed • Supervision provided for pupil(s) in the isolation area. • A window available and opened for ventilation. • Access to a separate bathroom (in case needed whilst awaiting collection). • An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage displayed to indicate the isolation area. • A record MUST be kept of everyone the person has been in contact with and monitored for 10 days. <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>Symptomatic child will be moved to the School's Medical Isolation Room which is used as the isolation area until parent arrives, suitable PPE MUST be worn with a symptomatic student at all times regardless of whether social distancing can or cannot be observed.</p> <p>Staff responsible for the use of the MIR will receive appropriate resources in its use and the use of PPE.</p>	<p>Cleaning responsibilities outlined in Risk Assessment are the responsibility of the Site Manager and Cleaning Supervisor</p>						

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		<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, or until a negative test is recorded (whichever is sooner), in the unused office opposite Student Services, before it can be placed in normal waste disposal facilities. A log will be kept to ensure it is disposed of appropriately.</p> <p>Follow NHS Test and Trace process.</p> <p>Where there are multiple presentations of a case at any one time, and the MIR is already in use, a suitably ventilated area within school shall be used where all of the above conditions shall apply and be adhered to.</p>			<p>Staff responsible for cleaning the MIR must wear PPE during deep clean.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpecoronavirus.htm</p> <p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19decontamination-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 such as:-</p> <ul style="list-style-type: none"> Fire risk Impede emergency exit routes Trip hazard Away from pupils <p>MIR Protocol implemented and observed by those facilitating the area.</p>	Cleaning Supervisor	Immediate and On-Going	Remains On-Going	
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<p>Staff displays symptoms of COVID-19 whilst at work in school.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</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 • A high temperature • A loss of or change in normal sense of smell <p>If staff feel unwell with the above symptoms during the school day they MUST go home and arrange a test.</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, in line with the School's Covid specific cleaning regime, after they have left to reduce the risk of passing the infection to other people. The Government guidance MUST be followed for cleaning non-healthcare settings.</p>				<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19stay-at-home-guidance</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.</p> <p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>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>BOM/ Student Services Manager All Cleaning responsibilities outlined in Risk Assessment are the responsibility of the Site Manager and Cleaning Supervisor</p>	<p>Immediate and on-going</p>	<p>Remains on-going</p>			
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Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 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.</i>	Actions <i>Step 4 (Clause 3.4)</i>	Risk Rating
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[Type here]	(Clause 3.2)	[Type here]	Likelihood	Severity	Risk Rating	[Type here] <i>elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<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, or until a negative test is recorded (whichever is sooner), in the unused office opposite Student Services, before it can be placed in normal waste disposal facilities. A log will be kept to ensure it is disposed of appropriately.</p> <p>Follow NHS Test and Trace process.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>					Site Manager and Cleaning Supervisor	Immediate and On-Going	Remains On-Going			

[Type here]	[Type here]	[Type here]				Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-healthprotection-teams	SLT	Immediate and On-Going	September			
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.				Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via induction session during Inset week. Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via wider School communications as School re-opens.						

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		
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	<p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health protection team once aware of someone who has attended school has tested positive for COVID-19.</p> <p>The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 10 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups MUST be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p> <p>The names or details of people with COVID-19 MUST not be shared unless essential to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before admitting children or welcoming them back after a period of self-isolation.</p> <p>If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health</p>			<p>The NHS Test and Trace process includes:-</p> <ul style="list-style-type: none"> • Staff and pupils MUST not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. • Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. • Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. • Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>You do not need to self-isolate if:</p> <ul style="list-style-type: none"> • You're fully vaccinated (this means 14 days have passed since your final dose of COVID-19 vaccine has been given by the NHS) • You're under 18 years and 6 months old. • You're taking part, or have taken part, in a COVID-19 medical trial. • You're not able to get vaccinated for medical reasons. <p>COVID-19 tests can be booked via the links below:-</p> <ul style="list-style-type: none"> • https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ • https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Ordered by phone NHS 119 (for those without access to the internet). <p>On receiving test results the following action must be taken:-</p> <ul style="list-style-type: none"> • A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating. • A positive test result – follow the stay at home guidance and MUST continue to self-isolate for 10 days. 	Student Services	When necessary	On-Going	
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[Type here]	[Type here]	<p>protection team to act to reduce a possible outbreak.</p> <p>Develop contingency plans for possible local outbreaks.</p>				[Type here]						
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Hazards			Risk Rating	Further action <i>Step 3</i>	Actions <i>Step 4</i> (Clause 3.4)	Risk Rating
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[Type here] Considered Step 1 (Clause 3.1)	[Type here] Who might be harmed and how Step 2 (Clause 3.2)	[Type here] Existing Control Measures: Step 3 (Clause 3.3)	Likelihood	Severity	Risk Rating	[Type here] <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Who (Name)	When (Date)	Com plete (Date)	Likelihood	Severity	Risk Rating
						<p>To assist with the NHS Test and Trace Process, close contact means:-</p> <ul style="list-style-type: none"> • Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). • Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle with an infected person. <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <ul style="list-style-type: none"> • An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. • A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or; • A worker dies as a result of occupational exposure to coronavirus. <p>Before submitting the RIDDOR report, the Chief Operations Officer for the Trust must be informed.</p> <p>Where required, the H&S Team at NCC may be contacted for further advice and support via hands@nottscc.gov.uk.</p>	BOM	When necessary	On-going			

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Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID19.	Individuals (including staff, pupils, visitors, contractors etc.) MUST not come into school if they have COVID-19 symptoms or have tested positive in the last 10 days				<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 					

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			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating

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		<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. one way systems, hand sanitising stations and for parents and visitors on arrival to site and when leaving. The sign in system will make provision to obtain visitors' contact information for test and trace purposes.</p> <p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day and hand sanitising stations will be located at all entry and exit points of the building.</p> <p>Hand sanitiser will be provided to all pupils and staff on a daily basis which they are able to use freely. This will be in fixed locations.</p> <p>Classroom and office windows and doors to be left open where possible to ensure as much circulation of air as possible. For the avoidance of doubt this MUST not apply to any fire doors which are used for fire containment.</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. 				<ul style="list-style-type: none"> After breaks / sporting activities When changing rooms Before food preparation When changing rooms Before and after eating any food (inc. snacks) Before leaving school <p>Cleaning Supervisor will be responsible for checking stocks of soap and hand drying facilities throughout each day. Daytime staff, in particular those on the cleaning rota, to report any issues.</p> <p>Government guidance relating to reopening schools, https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Tissues to be made available for all classrooms in use and readily available throughout the site.</p> <p>All classrooms will be provided with a 'teacher pack' to allow any member of staff to wipe down surfaces as they see fit to do so. For the avoidance of doubt, it is not a mandatory requirement that staff use this however the provision will be made available.</p> <p>Wall mount hand sanitiser units will be located on all entrances / exit points to site, in all entrances / exits to blocks and on all classrooms where pupils enter from the external door. They will also be available in all communal areas such as Reception, Student Services and staff areas.</p>	<p>BOM / Site Manager</p> <p>Cleaning Supervisor</p> <p>Site Manager and Cleaning Supervisor</p>	<p>Immediate and On-Going</p> <p>Immediate</p> <p>Immediate and On-Going</p>	<p>Sept 2020</p> <p>Remains On-Going</p> <p>Remains On-Going</p>			
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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

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		<ul style="list-style-type: none"> Wash hands immediately after doing so. Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, putting tissue in the bin and washing hands. <p>Tissues will be available in classrooms and bins to dispose of.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire.</p>				<p>Alcohol free hand sanitiser to be used widely across the School and specifically for pupil use to remove any concern around alcohol based sanitisers. Alcohol based sanitisers will only be used for visitor entrances or for staff.</p> <p>Canteen staff, including Middays will be provided with appropriate PPE include Visors, Gloves and Disposable aprons.</p> <p>Flu vaccine offered to all School staff, and encouraged, as part of the yearly vaccination programme.</p>						
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Hazards			Risk Rating	Further action <i>Step 3</i>	Actions <i>Step 4</i> (Clause 3.4)	Risk Rating
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[Type here] Considered Step 1 (Clause 3.1)	[Type here] Who might be harmed and how Step 2 (Clause 3.2)	[Type here] Existing Control Measures: Step 3 (Clause 3.3)	Likelihood	Severity	Risk Rating	[Type here] <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Who (Name)	When (Date)	Com plete (Date)	Likelihood	Severity	Risk Rating

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Com plete (Date)	Likelihood	Severity	Risk Rating

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COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID19.	<p>Cleaning regime reviewed to provide extra attention to hand contact points, hard surfaces, banister rails and toilet spaces are cleaned throughout the school day with touch points, including toilets seats cleaned every hour where possible.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Fire doors MUST not be propped open where they are to aid fire containment.</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Internal in day cleaning regimes to focus on touch points during the school day.</p>				<p>The Site Manager will be responsible for checking stock of cleaning products and resources.</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-19decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellowfolder/15-hazardous-substances-coshh</p> <p>NOVA Education Trust –have added additional guidance on COVID-19 H & V and will be followed to ensure appropriate implementation within School.</p>	<p>Site Manager / Cleaning Supervisor</p> <p>Site Manager / TGR</p> <p>Cleaning Team</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate and On-Going</p>	<p>On-going</p> <p>On-going</p> <p>Remains On-Going</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		
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		<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>Cleaning supplies for School centrally procured with product information sheets provided.</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>Daytime cleaners to be provided with facemasks. After School cleaners are not required to wear face masks unless they request to do so.</p> <p>Where there may be a Covid outbreak within School, an electrostatic fogging machine will be made available by the Trust and can be accessed upon request.</p> <p>The management of COVID is more effective in spaces where there are clear surfaces that are easy to clean.</p>	<p>RS</p> <p>Site Manager / Cleaning Supervisor / RS</p> <p>Central Team</p> <p>Central Team</p> <p>All Staff</p>	<p>12 June 2020</p> <p>August</p> <p>September</p> <p>As required</p> <p>Inset</p>	<p>12 June 2020</p> <p>Before September</p> <p>1 September</p> <p>On-Going</p> <p>By 1 September</p>	
<p>Risk of transmission due to contact activities.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID19.</p>	<p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups.</p>			<p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: http://science.cleapss.org.uk/Resource-Info/GL336CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</p> <p>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via: http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</p> <p>Replace any shared cups with disposable cups and encourage parents to provide water bottles for children.</p>	<p>TGR / ACK</p> <p>EAR/HOD DT</p>	<p>Immediate</p> <p>Immediate</p>	<p>On going</p> <p>On going</p>	

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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>[Type here]</p> <p>It is recommended that pupils to have their own equipment provided and remain with this equipment. For example; pens, books, glue sticks, laptops / tablets.</p> <p>Maintain good ventilation wherever possible by opening doors and windows.</p>				<p>[Type here]</p> <p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils to have own equipment which remains with them.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Cleaning and rotation of items to be followed.</p> <p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actionsfor-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>AHL / DR</p>	<p>Immediate</p>	<p>On Going</p>			
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[Type here] Hazards Considered <i>Step 1 (Clause 3.1)</i>	[Type here] Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	[Type here] 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 Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID19.	Reinforce key messages throughout the school day and build into routine. Teach children hand washing techniques and emphasise the message through signage around School in prominent locations.				Consider implications on the behaviour policy and review as necessary. Fixed hand sanitiser stations to be installed in the following locations:- 1. All main entrances / exits into and out of School 2. All entrances / exits to blocks within School	JRG/MOD	Immediate	On going			

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 Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
		Build hand washing into the routine of the school day; <ul style="list-style-type: none"> • On arrival • Before / after break • Before / after lunch • Before leaving school Consistent reminders and positive reinforcement to pupils regarding key control measures; <ul style="list-style-type: none"> • Social distancing • Cough / sneeze into tissue • Washing hands Behaviour policy to be implemented where appropriate.				3. Prominent external walkways 4. Within all classrooms where children enter via an external door 5. Within all communal areas used by staff						

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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
Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Wherever possible pupils to remain in their designated year group.</p> <p>Hand sanitiser to be used upon boarding and disembarking.</p> <p>Vehicles to be subject to increased cleaning.</p> <p>Queuing and boarding to be organised and distanced where possible.</p> <p>Distancing within vehicles wherever possible.</p> <p>Pupils (over the age of 11) to use face coverings, where appropriate e.g. if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</p>				<p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19safer-travel-guidance-for-passengers</p> <p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> Encourage parents, children and young people to walk or cycle to their education setting where possible. Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19 Transport providers follow hygiene rules and try to keep a distance from their passengers Take appropriate action to reduce risk if hygiene rules and social distancing is not possible (e.g. transporting children and young people with complex needs who need support to access vehicle / fasten seatbelts). Implement a process for safe removal of face coverings. <p>Consider staggered start times for those using wider public transport to avoid travel outside of peak hours.</p> <p>Risk Assessment to be obtained from transport providers as required.</p> <p>Lidded bins to be provided on all entrances to School to allow the disposal of disposable masks. Reusable masks to be put into a clear plastic, sealable bag. Staff and pupils are not to enter site wearing a mask or around their neck.</p>	MOD / KP	Immediate	On-Going			
						KP	Immediate					
						Site Manager	Immediate	September 2021 and ongoing				

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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
Inadequate first aid provision in school, specifically relating to Covid 19.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely by Student Services team</p> <p>First Aid Room to be separate to that of the Medical Isolation Room.</p> <p>School awareness of method for contacting emergency services.</p>				<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-yearsfoundation-stage-coronavirus-disapplications</p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p>If 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.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpecoronavirus.htm</p>	RS / Student Services	Week ending 19 June 2020	12 June 2020			
						RS/CAdB	Immediate	September 2020				
						Student Services						

[Type here]	[Type here]	[Type here]				Mandatory requirement for any member of staff administering first aid to use PPE including disposable gloves and face mask. Provision to be made for areas in school where PPE is required.						
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		
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Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public as a result of Covid 19.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	Adequate supervision and awareness of pupil behaviours at all times. Staff received Coping with Risky Behaviours (CRB) training as necessary. Awareness of safeguarding pupils reporting procedures and designated safeguarding officer. Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.				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 Additional duty staff to be used around School site in line with supervision requirements, and appropriate training to be provide for those new to the duty system.	JGR / MOD TGR	Immediate and On-Going Immediate	Remains On-Going September 2021			
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: D Mason				Date:		Authorised By: C Eardley				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

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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.