



COVID-19 School Risk Assessment (H&S Update – Sep 2021)

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE I
Site Address/Location:	Toot Hill School, The Bank, Bingham, Notting
Note: A person specific assessment MUST be carried out for young persons, pregnant women an	

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			
			Likelihood	Severity	Risk Rating	
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID- 19.	<p>Daily checks are made with the Government online guidance. Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via Email, Staff briefings (Virtual) and meetings in Departments through teams.</p> <p>Changes to school arrangements will be communicated to parents via Email and the school website.</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p>				
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			Likelihood	Severity	Risk Rating	
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<p>Pupils 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 pupils deemed extremely clinically vulnerable can return to school. Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene. Identify pupils who are clinically extremely vulnerable and clinically vulnerable. Jen Gray (Pastoral Lead) and Rachel Brentley (SENDCO) to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p>	<div style="background-color: #90EE90; width: 100%; height: 100%;"></div>	<div style="background-color: #FFFF00; width: 100%; height: 100%;"></div>	<div style="background-color: #90EE90; width: 100%; height: 100%;"></div>	<p>Governr on medi https://w -on-shie covid-19 get-unw If the ne appropri way. If RPE is this inst: hands@ Governr Equipme https://w persona HSE gui availabl coronav Addition of pupils health c supporti relevant by parer for child Assess persona suctionii</p>
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			<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>	<p><i>elin sign</i></p>

<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. Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene. Identify staff who are clinically extremely vulnerable and clinically vulnerable. Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented. 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. Arrangements implemented to support additional needs of staff attending school MUST be documented within an individual risk assessment (for example expectant mothers). Pregnant women are expected to return to work with a completed risk assessment.</p>	<p>Likelihood: Green Severity: Yellow Risk Rating: Green</p>	<p>Governr are clini via: http://on-shie-covid-19-vulnerat Governr distanci https://w safe-soc after-4-j If an em controls complet assessn Individu appropri 19 may • Age • Ethnici • Underl • Pregnæ Head Tè employ within th Consider to reduc cases, c or worki The req and exp mothers Any indi conjunc</p>
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			<p>Likelihood: Green Severity: Yellow Risk Rating: Green</p>	<p>manage concern assessn manage arrange</p>

<p>Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID- 19.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID- 19.</p>	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family. Individuals instructed they MUST remain at home. Debs Mason (Business Manager), together with the Trust HR lead, to monitor staff absence related to COVID-19. Seek advice from Trust HR provision if required for staff absences.</p>				<p>NHS gu has sym https://www.nhs.uk/you-or-someone-you-are-caring-for-has-covid-19 The Tru If you pr househc below), 1) Inform 2) Requ https://www.nhs.uk/you-or-someone-you-are-caring-for-has-covid-19 3) Follow 4) Inform If you or do not I medicin to your h do not I family do any one You do (this me 19 vacci 6 month 19 medi reasons</p>
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Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in pupils. The Government stay at home guidance MUST be followed if pupils become unwell with:- <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) Symptomatic child will be moved to the School's Medical Isolation Room which is used as the				NHS gu https://w Staff to l procedu / other ir meeting training Septeml been fur Symptor should e member isolate f
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			Fu <i>elin sign</i>
		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. Parent / Carer of symptomatic child to be contacted and be collected immediately. 999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk. If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided. 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. Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:-	Likelihood	Severity	Risk Rating	symptor at: The gov https://w home-gi The Site area and Governr be inclu • A n • Su • A v • Acc awaiting • An with par • A c individu: used). • Sig • A n contact If it is nc an area Symptor Isolatio arrives, at all tim be obse Staff res resource
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Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Likelihood	Severity	Risk Rating	Elimination sign
		<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. Follow NHS Test and Trace process. 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 res deep cle If RPE is this inst: hands@ Governr Equipm: https://w persona HSE gui availabl coronav Staff wh new, cor home ur arrange positive Everyon with soa is unwe Governr manage availabl 19- dec If storin COVID- such as</p> <ul style="list-style-type: none"> Fire Imp Tri Aw <p>MIR Pro area.</p>
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			Likelihood	Severity	Risk Rating	Elimination sign

<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. 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 https://www.nhs.uk</p> <p>The government https://www.gov.uk</p> <p>Symptoms should be isolated from member Staff who new, come home or arrange positive Everyone soap an unwell. If storing COVID-</p> <ul style="list-style-type: none"> • Fire • Imp • Trip • Aw
<p>Hazards Considered <i>Step 1 (Clause 3.1)</i></p>	<p>Who might be harmed and how <i>Step 2 (Clause 3.2)</i></p>	<p>Existing Control Measures: <i>Step 3 (Clause 3.3)</i></p>	<p>Risk Rating</p>			<p>Fu <i>elin sign</i></p>
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		<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. Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>				
<p>Management of confirmed cases of COVID-19 amongst the school community.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID- 19.</p>	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team (cases are reported to NCC via email to 'School.Questions@nottssc.gov.uk and to NET via Dave Hooker). Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p>				<p>Contact protectic https://wteams Staff we respons during Ir Parents process</p>
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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 (cases are reported to NCC via email to 'School.Questions@nottscc.gov.uk and to NET via Dave Hooker) 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</p>				<p>requiren opens.</p> <p>The NH:</p> <ul style="list-style-type: none"> • Sta symptom them in • Bor https://w • tested. / children parents/ • Prc with if th Test anc • Sel who dev positive you're fu your fina 2) you're have tak get vacc COVID- • http • and-trac • http • tested • Orc (internet) On rece • A n COVID- of their l • A p MUST c of their s have syi Continu
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		absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak. Develop contingency plans for possible local outbreaks.				tempera househo To assis means:- • Dir individu coughed contact • Prc metres f • Tra In some reporting RIDDOF • An possible reportec • A v there is work. Th • A v coronav Before s Officer f Where r further a
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID- 19.	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				All staff, their har the impr • Bel • On • Aft
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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.</p> <p>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"> • Aft • Wh • Bel • Wh • Bel • Bel <p>Cleaning soap an staff, in Governr https://w during-tl schools Tissues readily e All class member For the : staff use Wall mo exit poir classroc also be</p>
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		<p>Wash hands immediately after doing so.</p> <ul style="list-style-type: none"> 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.</p> <p>Specific consideration to ingestion and fire.</p>				<p>all com staff are Alcohol and spe alcohol l used for</p> <p>Canteer appropri aprons. l as part (</p>
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COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID- 19.	Cleaning regime reviewed to provide extra attention to hand contact points, hard surfaces, banister rails and toilet spaces are cleaned throughout the school day with touch points, including toilets seats cleaned every hour where possible.				The Site cleaning Governr manage available 19- decr
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		<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 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>If storing COVID-</p> <ul style="list-style-type: none"> • Fire • Imp • Triq <p>The SR relating Nottingham</p> <p>https://www.safety/hazardo</p> <p>NOVA E</p> <p>COVID-impleme</p> <p>Staff rec and suff</p> <p>hazardo</p> <p>Daytime</p> <p>After Sc they req</p> <p>Where t electros and can</p> <p>The mar there ar</p>
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			<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>	

<p>Risk of transmission due to contact activities.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID- 19.</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. Avoid shaking hands with colleagues and visitors. Cease the use of shared drinking cups. It is recommended that pupils to have their own equipment provided and remain with this equipment. For example; pens, books, glue sticks, laptops / tablets. Maintain good ventilation wherever possible by opening doors and windows.</p>				<p>CLEAP's Departm http://sc Advice- CLEAP's COVID- returnin Replace parents Childrer home ar Pupils to Pupils a home, a especial develop Cleanin Governr https://w during-tl schools</p>
<p>Hazards Considered <i>Step 1 (Clause 3.1)</i></p>	<p>Who might be harmed and how <i>Step 2 (Clause 3.2)</i></p>	<p>Existing Control Measures: <i>Step 3 (Clause 3.3)</i></p>	<p>Risk Rating</p>			<p>Fu <i>elin</i> <i>sign</i></p>
			<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>	

Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID- 19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques and emphasise the message through signage around School in prominent locations.</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"> Cough / sneeze into tissue Washing hands <p>Behaviour policy to be implemented where appropriate.</p>				<p>Consider necessary</p> <p>Fixed location:</p> <ol style="list-style-type: none"> All ma All en Prom Withi Withi
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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>Follow C</p> <p>guidanc</p> <p>https://www.gov.uk/guidance</p> <p>When re</p> <ul style="list-style-type: none"> En cycle to setting v
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			Fu
			Likelihood	Severity	Risk Rating	elin sign

		<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>				<ul style="list-style-type: none"> • Tra • Tra • Tal • social di • young p • vehicle , • Imp • Consid • transpor • Risk As: • required • Lidded t • disposa • clear ple • Staff an • their nex
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			Fu
			Likelihood	Severity	Risk Rating	<i>elin sign</i>
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.	Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.				HSE gui (First Ai https://www.hse.gov.uk/firstaid/ The Dep stage: c informat
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			Likelihood	Severity	Risk Rating	<i>elin sign</i>

		<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>https://www.foundationcoronavirus.com</p> <p>Templat</p> <p>Nottingh</p> <p>https://www.safetyri</p> <p>If the ne</p> <p>the safe</p> <p>If RPE is</p> <p>this inst</p> <p>hands@work.com</p> <p>Governr</p> <p>Equipm</p> <p>https://www.personalprotectiveequipment.gov.uk</p> <p>HSE gui</p> <p>availabl</p> <p>coronavirus.gov.uk</p> <p>Mandat</p> <p>first aid</p> <p>Provisio</p>
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.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff received Coping with Risky Behaviours (CRB) training as necessary.</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.</p>			<p>All incid</p> <p>aggress</p> <p>violence</p> <p>accesse</p> <p>safety.org.uk</p> <p>clearandopen.com</p> <p>Addition</p> <p>supervis</p> <p>for those</p>

Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-r

Assessors Signature: Dmason

Date:27/08/2021

Author

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.

MEASURES IN EDUCATION SETTINGS

ham, NG13 8BL	Department/Service/Team:	Whole school
d nursing mothers		

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

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		
	Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
<p>nce will ensure the Risk Assessment is updated as ary.</p>						

<p>ment guidance on shielding and protecting people defined cal grounds as extremely vulnerable is available via: www.gov.uk/government/publications/guidance-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19-guidance-on-protecting-people-most-likely-to-ell-from-coronavirus-shielding-young-peoples-version ed for PPE/RPE is required, then staff will receive iate resources to allow them to put on PPE in the correct</p> <p>s required, training and face-fit testing will be required. In nce please email the NCC H&S Team for assistance at nottsc@nottscc.gov.uk. ment guidance issued for COVID-19 Personal Protective ent is available at: www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe idance related to COVID-19 and face-fit testing is e at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-irus.htm ial arrangements implemented to support medical needs s who will be attending schools and documented within are plans. Health care plans and arrangements for ng medical needs of pupils to be communicated to ersons only. Updated health care plans to be signed t / carer. Additional Risk Assessment to be put in place ren if deemed necessary. the need for PPE / RPE to facilitate any close contact il care, or procedures that create airborne risk (e.g. ng and physiotherapy).</p>	<p>JGR / RBR RBR / CAdB RBR / CAdB CAdB and student services</p>	<p>Immediate Immediate Immediate Immediate</p>	<p>On- going On- going On- Going On- going</p>			
<p>urther action <i>Step 3 Consider hierarchy of controls i.e. mination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</i></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
	<p>Who (Name)</p>	<p>When (Date)</p>	<p>Com plete (Date)</p>	<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>

<p>ment guidance on shielding and protecting people who are especially extremely vulnerable from COVID-19 is available at https://www.gov.uk/government/publications/guidance-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>ment guidance for staying alert and safe (social distancing) is available via: www.gov.uk/government/publications/staying-alert-and-social-distancing</p> <p>Employee is deemed vulnerable and requires additional risk assessment, 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. All vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 include:-</p> <p>Employee with underlying health conditions</p> <p>Employee with chronic health conditions</p> <p>Teachers MUST consider and comply with relevant current legislation, including the disability requirements under the Equality Act.</p> <p>Employers 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>Requirement remains to complete a risk assessment for new expectant mothers. The Toot Hill new and expectant mothers' return to work checklist can be found on the NOVA portal.</p> <p>Individual risk assessments for staff MUST be completed in consultation with the employee and</p>	<p>NOVA HR/ BOM/SOM NOVA HR/ BOM/SOM BOM/SOM BOM/SOM BOM / SOM / R Scott</p>	<p>Immediate Immediate As Requested</p>	<p>Completed Prior to September On-Going By Sept</p>			
<p>Further action <i>Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, warning and/or administrative controls, (PPE as a last resort)</i></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
<p>1. Regular communication for both parties to discuss risks and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and employer regularly and updated to reflect any changes to circumstances.</p>	<p>BOM / SOM / R Scott</p>	<p>Immediate</p>	<p>On-going</p>			

<p>Guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-someone-you-live-with-has-coronavirus-symptoms/late-self-isolation-note-to-be-obtained-through 11.nhs.uk/isolation-note/.</p> <p>The NHS's guidance is as follows:-</p> <p>If you are 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> <p>1) Inform your employer</p> <p>2) Request a test (Tests can be requested from the following link: www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/)</p> <p>3) Follow the self-isolation guidance</p> <p>4) Inform your employer of the outcome of your test</p> <p>5) If someone you live with has symptoms of coronavirus:-</p> <p>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</p> <p>Do not have visitors in your home – including friends and family</p> <p>Do not exercise at home – you can use your garden if you have one</p> <p>You do not need to self isolate if: 1) you're fully vaccinated and 14 days have passed since your final dose of Covid-19 vaccine has been given by the NHS 2) you're under 18 years old 3) you're taking part, or have taken part, in a Covid-19 clinical trial 4) you're not able to get vaccinated for medical reasons</p>	<p>BOM / SOM / Nova HR Manager BOM / SOM / Nova HR Manager</p>	<p>Immediate and On-Going Immediate and On-Going</p>	<p>Remains On-Going Remains On-Going</p>			
<p>Further action <i>Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, PPE as a last resort</i></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
<p>If you have symptoms of coronavirus, self-isolate for 10 days:</p> <p>1) If you do not have a high temperature, you can stop self-isolating when you return to work if required.</p> <p>2) If you still have a high temperature, keep self-isolating until your temperature returns to normal.</p> <p>3) You do not need to keep self-isolating if you just have a cough for 10 days. A cough can last for weeks after the infection has cleared.</p> <p>4) If you are in contact with someone who has symptoms, self-isolate for 10 days from the day their symptoms started. This is because it can take up to 10 days for symptoms to appear.</p> <p>5) 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>6) Do not stop self-isolating at the first sign of symptoms while self-isolating – you should self-isolate for 10 days from when your symptoms started, even if it means you will be self-isolating for longer than 10 days.</p> <p>7) If you do not get symptoms while self-isolating – you can stop self-isolating after 10 days.</p>	<p>Who (Name)</p>	<p>When (Date)</p>	<p>Complete (Date)</p>	<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>

<p>vidence relating to coronavirus symptoms is available at: www.nhs.uk/conditions/coronavirus-covid-19/ be informed of the key symptoms of COVID- 19 and re for dealing with symptomatic pupils ndividuals via Emails, Head of school Briefings and s through TEAMS. Health and safety and operation was carried out with all staff on their return to school in ber, which was a compulsory requirement. There have ther regular refreshers and updates as necessary. matic individuals must self-isolate for at least 10 days and arrange a test to determine if they have COVID-19. Other s of their household (including any siblings) should self- or 10 days from when the symptomatic individual first had</p>			September 2021 and ongoing			
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		
ns. The government stay at home guidance is available ernment stay at home guidance is available at: www.gov.uk/government/publications/covid-19-stay-at-home-guidance The 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 provided (wherever possible):- Room with a door that can be closed Provision provided for pupil(s) in the isolation area. Window available and opened for ventilation. Access to a separate bathroom (in case needed whilst in collection). Exit route – enabling symptomatic pupils to leave site safely without re- entering the main school. Cleaning regime to prevent cross contamination between areas required to use the isolation area (and bathroom (if applicable)). Signage displayed to indicate the isolation area. Record MUST be kept of everyone the person has been in contact with and monitored for 10 days. If not possible to isolate individuals, they MUST be moved to a room which is at least 2m away from other people. Symptomatic child will be moved to the School's Medical Room which is used as the isolation area until parent/ carer suitable PPE MUST be worn with a symptomatic student in the room regardless of whether social distancing can or cannot be maintained. Personnel responsible for the use of the MIR will receive appropriate training as in its use and the use of PPE. All Cleaning responsibilities outlined in Risk Assessment are the responsibility of the Site Manager and Cleaning Supervisor	Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Further action <i>Step 3 Consider hierarchy of controls i.e.</i>	Actions Step 4 (Clause 3.4)			Risk Rating		

<p>mination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</p>	Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	<p>responsible for cleaning the MIR must wear PPE during cleaning.</p> <p>Where required, training and face-fit testing will be required. In advance please email the NCC H&S Team for assistance at ncc@nottscc.gov.uk.</p> <p>Further guidance issued for COVID-19 Personal Protective Equipment is available at: www.gov.uk/government/collections/coronavirus-covid-19-protective-equipment-ppe</p> <p>Additional guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-irus.htm</p> <p>Those who have supported unwell pupils / other individuals (with a continuous cough or high temperature) do not need to go to school unless they develop symptoms (in which case, they should go for a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace. Pupils who are ill MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is ill.</p> <p>Further guidance relating to cleaning and waste management in non-healthcare settings will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-contamination-in-non-healthcare-settings</p> <p>Waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards</p> <p>Additional actions:-</p> <ul style="list-style-type: none"> Assess risk Identify emergency exit routes Identify hazard Identify away from pupils Protocol implemented and observed by those facilitating the 	Cleaning Supervisor	Immediate and On-Going	Remains On-Going		
<p>Further action Step 3 Consider hierarchy of controls i.e. mination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</p>	Actions Step 4 (Clause 3.4)			Risk Rating		
	Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	BOM / Student Services Manager	Immediate and On-Going	Remains On-Going			

<p>Guidance relating to coronavirus symptoms is available at: www.nhs.uk/conditions/coronavirus-covid-19/ Government stay at home guidance is available at: www.gov.uk/government/publications/covid-19-stay-at-home-guidance Symptomatic individuals must self-isolate for at least 10 days and 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. Those who have supported unwell pupils / other individuals (with a continuous cough or high temperature) do not need to go into isolation unless they develop symptoms (in which case, they should self-isolate) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace. Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is symptomatic. All waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:- - avoid risk - do not block emergency exit routes - do not create a hazard - do not expose pupils</p>	BOM / Student Services Manager	Immediate and On-Going	Remains On-Going			
<p>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></p>	Actions Step 4 (Clause 3.4)			Risk Rating		
	Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating

	Site Manager and Cleaning Supervisor Cleaning Supervisor					
<p>information for local Public Health England health protection teams are available via: www.gov.uk/guidance/contacts-phe-health-protection</p> <p>are informed of the NHS Test and Trace process and their responsibilities to follow requirements via induction session next week. provided with information about NHS Test and Trace and their responsibilities to follow</p>	SLT	Immediate and On-Going	Remains On-Going			
<p>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></p>	Actions Step 4 (Clause 3.4)			Risk Rating		
	Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating

<p>nents via wider School communications as School re-</p> <p>S Test and Trace process includes:- iff and pupils MUST not come into school if they have ns and must be sent home to self-isolate if they develop school. ok a test if displaying symptoms via: www.gov.uk/guidance/coronavirus-covid-19-getting- All children can be tested, including children under 5, but aged 11 and under will need to be helped by their 'carers if using a home testing kit. icide details of anyone they have been in close contact ey were to test positive for COVID-19 or if asked by NHS d Trace. f-isolate if they have been in close contact with someone elops COVID-19 symptoms or someone who tests for COVID-19. Unless ou do not need to self isolate if: 1) lly vaccinated (this means 14 days have passed since al dose of Covid-19 vaccine has been given by the NHS) 3) under 18 years 6 months old 3) you're taking part, or 4) you're not able to inated for medical reasons. 19 tests can be booked via the links below:- https://www.nhs.uk/conditions/coronavirus-covid-19/testing- ing/ https://www.gov.uk/guidance/coronavirus-covid-19-getting- ndered by phone NHS 119 (for those without access to the l. iving test results the following action must be taken:- egative test result – if they feel well and no longer have 19 symptoms they can stop self-isolating. Other members ousehold can stop self-isolating. ositive test result – follow the stay at home guidance and ontinue to self- isolate for at least 10 days from the onset ymptoms and then return to school only if they do not mptoms other than cough or loss of sense of smell/taste. e to self-isolate if they have a high</p>	<p>Student Services</p>	<p>When necessary</p>	<p>On- Going</p>			
<p>urther action <i>Step 3 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</i></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
	<p>Who (Name)</p>	<p>When (Date)</p>	<p>Com plete (Date)</p>	<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>

<p>iture – until it returns to normal. Other members of their old should continue self-isolating for the full 10 days.</p> <p>st with the NHS Test and Trace Process, close contact</p> <p>ect close contacts – face to face contact with an infected al for any length of time, within 1m, including being l on, a face to face conversation, or unprotected physical (skin to skin).</p> <p>ximity contacts – extended close contact (within 1 – 2 or more than 15 minutes) with an infected individual.</p> <p>ivelling in a small vehicle with an infected person.</p> <p>instances, a positive case of COVID-19 may require g to the Health and Safety Executive (HSE) under the Regulations 2013:</p> <p>unintended incident at work has led to someone's or actual exposure to coronavirus. This must be l as a dangerous occurrence.</p> <p>orker has been diagnosed as having COVID-19 and reasonable evidence that it was caused by exposure at his must be reported as a case of disease, or;</p> <p>orker dies as a result of occupational exposure to irus.</p> <p>submitting the RIDDOR report, the Chief Operations or the Trust must be informed.</p> <p>equired, the H&S Team at NCC may be contacted for advice and support via hands@nottscc.gov.uk.</p>	BOM	When necessary	On-Going			
<p>pupils, contractors and visitors will be required to wash rds for 20 seconds with soap and water, remembering rtance of proper drying;</p> <p>fore leaving home</p> <p>arrival at school</p> <p>er using the toilet</p>						
<p>urther action <i>Step 3 Consider hierarchy of controls i.e. mination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</i></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
	<p>Who (Name)</p>	<p>When (Date)</p>	<p>Com plete (Date)</p>	<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>

<p>er breaks / sporting activities en changing rooms ore food preparation en changing rooms ore and after eating any food (inc. snacks) ore leaving school g Supervisor will be responsible for checking stocks of d hand drying facilities throughout each day. Daytime particular those on the cleaning rota, to report any issues. nent guidance relating to reopening schools, www.gov.uk/government/publications/actions-for-schools-re-coronavirus-outbreak/guidance-for-full-opening-</p> <p>to be made available for all classrooms in use and available throughout the site. rooms will be provided with a 'teacher pack' to allow any of staff to wipe down surfaces as they see fit to do so. avoidance of doubt, it is not a mandatory requirement that this however the provision will be made available. unt hand sanitiser units will be located on all entrances / its to site, in all entrances / exits to blocks and on all ms where pupils enter from the external door. They will available in</p>	BOM / SOM / Site Manager Cleaning Supervisor Site Manager and Cleaning Supervisor	Immediate and On- Going Immediate Immediate and On- Going	Sept 2021 Remai ns On- Going Remai ns On- Going			
rther action <i>Step 3 Consider hierarchy of controls i.e. nination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
	Who <i>(Name)</i>	When <i>(Date)</i>	Com plete <i>(Date)</i>	Likelihood	Severity	Risk Rating

<p>nunal areas such as Reception, Student Services and as.</p> <p>free hand sanitiser to be used widely across the School cifically for pupil use to remove any concern around based sanitisers. Alcohol based sanitisers will only be visitor entrances or for staff.</p> <p>1 staff, including Middays will be provided with iate PPE include Visors, Gloves and disposable Flu vaccine offered to all School staff, and encouraged, of the yearly vaccination programme.</p>						
<p>urther action <i>Step 3 Consider hierarchy of controls i.e. mination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</i></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
	<p>Who (Name)</p>	<p>When (Date)</p>	<p>Complete (Date)</p>	<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>
<p>3 Manager will be responsible for checking stock of products and resources. nent guidance relating to cleaning and waste ment in non-healthcare setting will be followed. This is e via: https://www.gov.uk/government/publications/covid-contamination-in-non-healthcare-settings</p>	<p>Site Manager / Cleaning Supervisor</p>	<p>Immediate</p>	<p>On-going</p>			
<p>urther action <i>Step 3 Consider hierarchy of controls i.e. mination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</i></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
	<p>Who (Name)</p>	<p>When (Date)</p>	<p>Complete (Date)</p>	<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>

<p>ing waste, prior to disposal due to confirmed or suspected</p> <p>19 ensure this does not create any additional hazards:</p> <p>→ risk</p> <p>→ede emergency exit routes</p> <p>→ hazard.</p> <p>41 COSHH Assessment Form and additional guidance to hazardous substances is available on the Nottinghamshire Schools Portal at: www.nottinghamshire.gov.uk/schoolsportal/health-and-remises-health-and-safety-file-yellow-folder/15-us-substances-coshh</p> <p>Education Trust –have added additional guidance on 19 H & V and will be followed to ensure appropriate ventilation within School.</p> <p>Required to conduct cleaning tasks to have received suitable training for safe cleaning procedures and use of hazardous substances.</p> <p>→ cleaners to be provided with facemasks on request.</p> <p>School cleaners are not required to wear face masks unless requested to do so.</p> <p>There may be a Covid outbreak within School, an ultrasonic fogging machine will be made available by the Trust to be accessed upon request.</p> <p>Management of COVID is more effective in spaces where there are clear surfaces that are easy to clean.</p>	<p>Site Manager / TGR</p> <p>Cleaning Team RS</p> <p>Site Manager / Cleaning Supervisor / RS</p> <p>Central Team</p> <p>Central Team</p> <p>All Staff</p>	<p>Immediate</p> <p>Immediate and On-Going</p> <p>12 June 2020</p> <p>August</p> <p>September</p> <p>As required</p> <p>Inset</p>	<p>On-going</p> <p>Remains</p> <p>On-Going</p> <p>12 June 2020</p> <p>Before September 1</p> <p>September</p> <p>On-Going</p> <p>By 1 September</p>			
<p>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></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
	<p>Who (Name)</p>	<p>When (Date)</p>	<p>Complete (Date)</p>	<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>

<p>SS has issued guidance for Science lessons and COVID-19 available via: ience.cleapss.org.uk/Resource-Info/GL336- CLEAPSS-Planning-the-COVID-19-Coronavirus- Pandemic.aspx</p> <p>SS has issued guidance for D&T Departments and 19 available via: http://dt.cleapss.org.uk/Resource/GL347-Going-to-school-after-an-extended-period-of-closure.aspx</p> <ul style="list-style-type: none"> • any shared cups with disposable cups and encourage to provide water bottles for children. • to bring in their own named water bottle which is sent and cleaned every night. • to have own equipment which remains with them. • and teachers can take books and other shared resources although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. • regular cleaning and rotation of items to be followed. <p>Further guidance for full opening: schools is available via: www.gov.uk/government/publications/actions-for-schools-the-coronavirus-outbreak/guidance-for-full-opening-</p>	<p>TGR /ACK EAR/HOD DT AHL / DR</p>	<p>Immediate Immediate Immediate</p>	<p>On going On going On Going</p>			
<p>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></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
	<p>Who (Name)</p>	<p>When (Date)</p>	<p>Complete (Date)</p>	<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>

<p>implications on the behaviour policy and review as try. and sanitiser stations to be installed in the following s:- main entrances / exits into and out of School entrances / exits to blocks within School inent external walkways n all classrooms where children enter via an external door n all communal areas used by staff</p>	JRG/MOD	Immediate	On going			
<p>Further action <i>Step 3 Consider hierarchy of controls i.e. mination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</i></p>	Actions Step 4 (Clause 3.4)			Risk Rating		
	Who (Name)	When (Date)	Com plete (Date)	Likelihood	Severity	Risk Rating
<p>Government Coronavirus (COVID-19) safer travel e for passengers, available via: www.gov.uk/guidance/coronavirus-covid-19-safer-travel- e-for-passengers viewing transport arrangements: ourage parents, children and young people to walk or their education where possible.</p>	MOD / KP	Immediate	On- Going			
<p>Further action <i>Step 3 Consider hierarchy of controls i.e. mination, substitution, engineering controls, age/warning and/or administrative controls, (PPE as a last resort)</i></p>	Actions Step 4 (Clause 3.4)			Risk Rating		
	Who (Name)	When (Date)	Com plete (Date)	Likelihood	Severity	Risk Rating

<p>transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19</p> <p>transport providers follow hygiene rules and try to keep a safe distance from their passengers</p> <p>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 vehicles / fasten seatbelts).</p> <p>implement a process for safe removal of face coverings.</p> <p>staggered start times for those using wider public transport to avoid travel outside of peak hours.</p> <p>assessment to be obtained from transport providers as appropriate.</p> <p>signs to be provided on all entrances to School to allow the use of disposable masks. Reusable masks to be put into a plastic, sealable bag.</p> <p>discourage pupils are not to enter site wearing a mask or around the school.</p>	<p>KP Site Manager</p>	<p>Immediate Immediate</p>	<p>September 2021 September 2021</p>			
<p>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></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
<p>Guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: www.hse.gov.uk/pubns/books/l74.htm</p> <p>Department for Education has issued early years foundation stage coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders.</p>	<p>RS / Student Services RS/CA&B</p>	<p>Immediate</p>	<p>September 21</p>			
<p>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></p>	<p>Actions Step 4 (Clause 3.4)</p>			<p>Risk Rating</p>		
	<p>Who (Name)</p>	<p>When (Date)</p>	<p>Complete (Date)</p>	<p>Likelihood</p>	<p>Severity</p>	<p>Risk Rating</p>

<p>www.gov.uk/government/publications/early-years-on-stage-framework--2/early-years-foundation-stage-irus-disapplications</p> <p>ie first aid risk assessments (SR92/93) available on the lamshire Schools Portal via: www.nottinghamshire.gov.uk/schoolsportal/health-and-sk-assessment</p> <p>ed for PPE/RPE is required, then staff must be trained in putting on and removal of items.</p> <p>s required, training and face-fit testing will be required. In nce please email the NCC H&S Team for assistance at nottsc@nottscc.gov.uk.</p> <p>ment guidance issued for COVID-19 Personal Protective ent is available at: www.gov.uk/government/collections/coronavirus-covid-19-protective-equipment-ppe</p> <p>idance related to COVID-19 and face-fit testing is e at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-irus.htm</p> <p>ory requirement for any member of staff administering to use PPE including disposable gloves and face mask. n to be made for areas in school where PPE is required.</p>	<p>Student Services Site Manager</p>	<p>Immediate</p>	<p>Septe mber 2021</p>			
<p>ents where staff experience violence, verbal abuse or ion MUST be reported on Wellworker as “physical :” or “verbal abuse or threat”. Wellworker can be d via: https://nottsc-shens.com/login/default.aspx?ClassicSessionCountrySet=true</p> <p>ial duty staff to be used around School site in line with sion requirements, and appropriate training to be provide a new to the duty system.</p>	<p>JGR / MOD TGR</p>	<p>Immediate and On- Going Immediate</p>	<p>Remains On- Going Septe mber 2021</p>			
<p>outine or emergency conditions</p>	<p>Review Date (Step 5):</p>					
<p>ised By: Ceardley</p>			<p>Date: 27/08/2021</p>			

