

## COVID-19 School Risk Assessment (Updated January 2022 based on most current DfE guidance and advice when the school has a break-out)

<b>Operations/Work Activities covered by this assessment:</b>	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
<b>Site Address/Location:</b>	Birklands Primary School	<b>Department/Service/Team:</b>	Whole School
<b>Note:</b> A person specific assessment <b>MUST</b> be carried out for critically vulnerable and pregnant women			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating				
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating		
School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19 and new variants	<p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via staff meetings, email</p> <p>Changes to school arrangements will be communicated to parents via text, phone calls (if urgent</p>				<p>Head of School, Celia Smith, Designated COVID officer, Jo Hughes, and AHT, Michael Cohen, will be responsible for checking government guidance. Government COVID-19 guidance is available via; <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Government guidance relating to schools and other educational settings is available via; <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></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 / <a href="mailto:dfc.coronavirushelpline@education.gov.uk">dfc.coronavirushelpline@education.gov.uk</a></p>	HoS/DCO	On-going						

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		changes) and newsletter (if not urgent)  Changes to pupil arrangements / requirements to be communicated and reinforced via Head of School and teachers										
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 <b>MUST</b> be followed if pupils become unwell with; <ul style="list-style-type: none"> <li>• A new continuous cough,</li> <li>• A high temperature, or;</li> <li>• A loss of or change in their normal sense of taste or smell (anosmia).</li> </ul> A LFD test must be taken and results shared with school.  Symptomatic child will be moved to the Medical Isolation Room (former Head's office) which is used as the isolation area until parent arrives for collection.  Staff supervising pupils in isolation area <b>MUST</b> maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with				NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a>  Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via staff meetings, briefings from the Head of School  Parents provided with information about key symptoms via newsletter. Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.  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 should test daily for the next 7 days. The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>  Head of School (Celia Smith) and CDO/SBM (Jo Hughes) will be responsible for setting up the isolation area. The following elements <b>MUST</b> be included (wherever possible); <ul style="list-style-type: none"> <li>• A room with a door that can be closed</li> <li>• Supervision provided for pupil(s) in the isolation area.</li> </ul>	HoS/ DCO	On-going				

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>complex needs) PPE <b>MUST</b> be worn.</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 <b>MUST</b> be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings <b>MUST</b> be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>Placing in a plastic rubbish bag – tied when full.</li> </ul>				<ul style="list-style-type: none"> <li>A window available and opened for ventilation.</li> <li>Access to a separate bathroom, if possible (in case needed whilst awaiting collection).</li> <li>An exit route – enabling symptomatic pupils to leave site with parents without re-entering the child's main area of the school.</li> <li>A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)).</li> <li>Signage displayed to indicate the isolation area advising "no entry".</li> <li>A record <b>MUST</b> be kept of everyone the person has been in contact with and monitor for 7 days.</li> </ul> <p>If it is not possible to isolate individuals, they <b>MUST</b> be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and supervising a distance of 2m can't be maintained within the isolation area, the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>A fluid-resistant surgical face mask</li> </ul> <p>If contact with the child is required, then the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>Disposable gloves</li> <li>Disposable apron</li> <li>Fluid-resistant surgical face mask</li> </ul> <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>Disposable gloves</li> <li>Disposable apron</li> <li>Fluid-resistant surgical face mask</li> <li>Eye protection (e.g. face visor or goggles)</li> </ul>						

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating			
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating	
		<ul style="list-style-type: none"> <li>Plastic bag placed in a second bin bag and tied.</li> <li>Bins <b>MUST</b> be emptied regularly throughout the day</li> </ul> <p>Follow NHS Test and Trace process.</p>				<p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Further guidance is available via:  <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p>Government guidance issued for Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) is available at:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at:  <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p> <p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home. They will however need to test daily for the next 7 days, if the pupil has positive test result.</p> <p>Everyone <b>MUST</b> 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:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>							
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and	Staff able to recognise key COVID-19 symptoms in themselves and colleagues.				NHS guidance relating to coronavirus symptoms is available at:	HoS/DCO	On-going					

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	visitors may be exposed to COVID-19.	<p>Procedures outlined in the most current guidance must be followed</p> <p>The Government testing and stay at home guidance <b>MUST</b> be followed if staff become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough,</li> <li>• A high temperature, or;</li> <li>• A loss of or change in their normal sense of taste or smell (anosmia).</li> </ul> <p>And is fully vaccinated</p> <p>If staff feel unwell with the above symptoms during the school day they <b>MUST</b> go home, take a LFD test and book a PCR. They must stay at home until the outcome of the test is known. If a positive result is the outcome then the staff member must isolate in-line with the latest guidance- isolate for 10 days. However a LFD test can be taken on day 6 and day 7 if both are negative then the isolating period can end on day 8 and the member of staff return to work.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health</p>				<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Symptomatic individuals must self-isolate in-line with current guidance. Other members of their household (including any siblings) must test daily for 7 days The government stay at home guidance is available at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Staff who have supported colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test).</p> <p>Everyone <b>MUST</b> 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: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>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 <b>MUST</b> be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings <b>MUST</b> be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>• Placing in a plastic rubbish bag – tied when full.</li> <li>• Plastic bag placed in a second bin bag and tied.</li> <li>• Bins <b>MUST</b> be emptied regularly throughout the day</li> </ul> <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>										

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health protection team once aware that there is an outbreak within school.</p> <p>The local health protection team will support the school and guide them through actions.</p> <p>The names or details of people with COVID-19 <b>MUST</b> not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results <b>MUST</b> be requested before admitting children or welcoming them back after a period of self-isolation.</p>	High	High	High	<p>Contact information for local Public Health England health protection teams are available via: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via staff meetings, email.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via newsletter.</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> <li>Staff and pupils <b>MUST</b> not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>Book a test if displaying symptoms via: <a href="https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested">https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested</a>. 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.</li> <li>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.</li> <li>Test daily if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19.</li> </ul> <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li><a href="https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested">https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested</a></li> </ul>	HoS/DCO	On-going				

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)	Complete (Date)	Likelihood	Severity	Risk Rating
		Develop contingency plans for possible local outbreaks.				<ul style="list-style-type: none"> <li>Ordered by phone NHS 119 (for those without access to the internet).</li> </ul> <p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> <li>A positive test result – follow the stay at home guidance and <b>MUST</b> continue to self-isolate in-line with current government guidance Return to school unless they still have a high temperature. Continue to self-isolate if they have a high temperature – until it returns to normal.</li> </ul> <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> <li>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).</li> <li>Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual.</li> </ul> <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"> <li>An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>A worker dies as a result of occupational exposure to coronavirus.</li> </ul> <p>Before submitting the RIDDOR report please contact the H&amp;S Team for further advice and support via <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a>.</p>						



Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Teaching and support staff, along with daytime cleaners will wear a mask in the following contexts:</p> <ul style="list-style-type: none"> <li>• Staff rooms</li> <li>• Corridors and movements around school</li> <li>• Large meetings</li> <li>• Small meetings in enclosed spaces</li> <li>• Dining halls</li> <li>• Offices of multiple occupancy</li> <li>• When dismissing children at the end of the day</li> </ul> <p>Pupils, especially those in key stage 2 will not be discouraged from wearing a face mask, when indoors</p> <p>Staff from different phases will not mix within the staff room, where possible. If this is not possible, 2m distance <b>MUST</b> be maintained and contact not to go beyond 15 minutes.</p> <p>Individuals (including staff, pupils, visitors, contractors etc.) <b>MUST</b> not come into school if they have COVID-19 symptoms or have tested positive in the last 10 days.</p> <p>All those within the school, including, teaching staff,</p>				<p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> <li>• Before leaving home</li> <li>• On arrival at school</li> <li>• After using the toilet</li> <li>• After breaks / sporting activities</li> <li>• When changing rooms</li> <li>• Before food preparation</li> <li>• Before and after eating any food (inc. snacks)</li> </ul> <p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</p> <p>SBM (Jo Hughes) will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> <p>Government guidance for full opening: schools is available via:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	HoS/ DCO	On-going				

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>support staff, pupils, visitors and contractors <b>MUST</b> follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> <li>Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so.</li> <li>Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.</li> </ul> <p>Tissues provided in classrooms.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is</p>										

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible.</p>										
Use of hand sanitising products	<p>Employees, pupils, contractors and visitors will be required to use such products.</p> <p>Harm may come from overuse, ingestion, contact with eyes inhalation or dermatological responses</p>	<p>Guidance provided on use of hand sanitisers by or near hand sanitiser stations.</p> <p>Guidance provided to students through class based instructions and discussions</p> <p>Staff awareness of hand sanitiser management</p>					HoS/DCO	On-going				
Increased risk of transmission due to close proximity of staff.	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Social distancing <b>MUST</b> be maintained wherever possible ensuring that staff are spaced out at all times.</p> <p>All adults to remain 2m away from each other wherever possible. Limiting interaction, in shared areas, such as staffrooms.</p> <p>Pupils attending breakfast club should be grouped based on the school's phase bubbles.</p>				<p>Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (particularly with younger pupils or pupils with complex needs), however, adults when interacting with each other <b>MUST</b> do this</p> <p>Staff to avoid close face to face contact and minimise the time spent within 2m of anyone.</p> <p>Government guidance for full opening: schools is available via:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	HoS/DCO	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 <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This should be kept to a minimum, where possible.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from other staff as much as they can, ideally 2m from other adults.</p> <p>Thorough cleaning of the rooms at the end of the day.</p>				<p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group or cover lessons if working under the direction of qualified or nominated teacher.</p> <p>Foundation Stage (EYFS) continue to apply as set out in guidance available via: <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a></p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>						
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daytime cleaning to be implemented, focusing on the toilets (staff and pupils). Handles of doors and handrails and any other surface frequently touched, this includes classroom tables, during break times.</p> <p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces, shared areas used by different groups and toilet spaces are cleaned throughout the school day.</p> <p>Increased cleaning regime of EYFS KS1 equipment. This needs to be cleaned before</p>				<p>SBM, Jo Hughes, will be responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</a></p>	HoS/DCO	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 <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>and after use by the staff using the equipment.</p> <p>High classroom windows and doors <b>MUST</b> be open to aid ventilation.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors <b>MUST NOT</b> be propped open.</p> <p>Pupils' work areas to be clearer each day to allow cleaning to take place.</p> <p>Staff to use only their own cup for refreshments and be responsible for the cleaning of these.</p> <p>Bins for tissues to be emptied during the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> <li>• Cutting and sticking</li> <li>• Painting and gluing</li> <li>• Indoor / outdoor construction toys.</li> </ul> <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p>										

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>The risks from any hazardous substances used for cleaning <b>MUST</b> be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p>										
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Where possible self-assessment/ marking should be used, along with success criteria, to avoid staff contact with exercise books. If exercise books are touched staff should wash and/or sanitise hands prior to touching anything else.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups.</p> <p>Staff and pupils to avoid bringing additional items from home into school</p>				<p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: <a href="http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx">http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</a></p> <p>CLEAPSS has issued guidance for D&amp;T Departments and COVID-19 available via: <a href="http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx">http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</a></p> <p>Replace any shared cups with disposable cups and encourage parents to provide water bottles for children.</p> <p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Children to come to school wearing their PE kit on PE days.</p>	HoS/DCO	On-going				

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>All pupils to have their own equipment provided and remain with this equipment. For example; pencils, books, whiteboard. Items to be cleaned frequently.</p> <p>Key resources such as pencil, ruler, crayons, whiteboard pen etc to be kept close by to minimize movement around the classroom.</p> <p>Exercise books to be out only when required. Staff to encourage all pupils to be individually responsible for getting resources needed for each specific lesson, as they enter the classroom, keeping their pencil sharp etc</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups must be sanitized prior to use by another group.</p> <p>Pupils to work in as smaller groups as possible.</p>				<p>Pupils to have own key equipment which remains with them. Storage of these items to be placed close by, to minimize movement during lessons.</p> <p>Teachers to not take books home to be marked 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:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Pupils should work / play outside as often as this is possible.</p> <p>When working inside, pupils should be in groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance wherever possible.</p>										
Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>There may be an additional risk of infection when singing, chanting, playing wind / brass instruments or shouting. Implement additional actions to reduce risk, including;</p> <ul style="list-style-type: none"> <li>Do not share instruments.</li> <li>Ensure good ventilation.</li> <li>Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies.</li> </ul> <p>Physical education, sport and physical activity can be provided within current control measures. The following must be considered:</p> <ul style="list-style-type: none"> <li>Pupils to be kept in consistent groups for sporting activities.</li> <li>Sports equipment to be cleaned between</li> </ul>				<p>If using external contractors to support activities, ensure that risk controls and arrangements are formally communicated. Where appropriate request a copy of their own risk assessment.</p> <p>Sound advice to adapt the teaching of music in KS2.</p> <p>Charanga Music Scheme- use adapted units to avoid singing.</p> <p>Sport providers to be aware of the requirements.</p> <p>Teachers to adapt coverage of the PE units of work to avoid use of the same equipment. This to be communicated on long-term curriculum map.</p> <p>PE lessons to be done outside, where and when possible. If indoors and equipment is used protocols around the cleaning of this to be adhered to by sports providers and staff.</p>	HoS/ DCO	On-going				



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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>each use by different groups.</p> <ul style="list-style-type: none"> <li>Contact sports avoided.</li> <li>Outdoor sports prioritised where possible, and large indoor spaces where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>External coaches, clubs and organisations can be used for curricular and extra-curricular activities.</li> </ul>										
Use of face-masks	<p>Employees, pupils, contractors and visitors will be required to use face coverings in communal areas.</p> <p>Harm may be caused by ineffective use of masks, ineffective procedures for putting on and taking off masks, emotional responses to wearing a mask</p>	<p>Staff and visitors are required to wear face masks when in communal areas and when moving around school.</p> <p>Staff have been trained in the use of masks including how to wear a mask and how to put on a mask.</p> <p>Staff have also been trained in dealing with mask use sensitively and looking out for distress and concern amongst all mask wearers and pupils who are anxious when seeing staff with face masks/visors on.</p>					HoS/DCO	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 <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> <li>On arrival</li> <li>Before / after break</li> <li>Before / after lunch</li> <li>Before leaving school</li> </ul> <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> <li>Social distancing</li> <li>Cough / sneeze into tissue</li> <li>Washing hands</li> </ul> <p>Behaviour policy to be implemented where appropriate.</p>				Consider implications on the behaviour policy and review as necessary.	HoS/DCO	On-going				
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).</p> <p>Parents / Carers advised only one individual to accompany children to the education / childcare setting.</p> <p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the</p>				<p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via newsletter, text. This information to be provided to parents prior to school reoccupation.</p> <p>Senior leader to encourage parent/ carers to leave their child once they enter the school gates and for no adults to linger around the main entry points.</p>	HoS/DCO	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 <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>Arrangements for break times and lunch times reviewed and implemented to enable social distancing (e.g. stagger timings).</p> <p>Arrangements for the movement of pupils around school to be reviewed, implemented and managed (e.g. stagger timings, limit need for movement around building).</p> <p>Assemblies to be kept to a minimum time and to take place in a well-ventilated room</p> <p>Minimise use of staff rooms whilst maintaining break times for staff.</p>				<p>Parent/carers not allowed into the main school office area until after 9.15am, and by prior appointment only.</p> <p>Staff to not engage in lengthy conversations with parent/carers during drop-off/end of the day points. Conversations relating to pupils to be carried out via a phone call, where possible. Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.</p> <p>Staff to minimize interaction with other staff in different groups and not congregate in the staffroom or other areas.</p>						
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p>				<p>DCO/SBM, Jo Hughes and HoS, Celia Smith, to review and implement adaptations to reception area, including signing in procedures.</p> <p>Parents to be informed of procedures for entering school, if required.</p> <p>All payments for school related purchases to be cashless via SQUID.</p> <p>Site Manager, Gary Cox and SBM, Jo Hughes, to conduct contractor induction and maintain a record.</p>	HoS/ DCO	On-going				

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review and implement procedures within the reception area of school,</p> <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p>				<p>The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</a></p>						
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) <b>MUST</b> be closed on sounding of the fire alarm (during emergency</p>				<p>Head of School, with Site Manger will be responsible for reviewing the fire risk assessment.</p> <p>Head of School, with Site Manager will be responsible for updating any fire evacuation routes.</p> <p>Evacuation points reviewed and shared with staff.</p> <p>Site manager, Gary Cox will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>Gary Cox, Site Manager, will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p>	HoS/DCO	On-going				

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>evacuation) and at the end of the school day (overnight).</p> <p>Fire doors <b>MUST NOT</b> be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building <b>MUST</b> be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation will be communicated to all staff via staff handbook, INSET- H&amp;S briefing, staff meetings</p> <p>Personal Emergency Evacuation Plans (PEEPs) <b>MUST</b> be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel <b>MUST</b> not be kept in cars due to fire risk in hot temperatures.</p>				<p>SENCo, will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at:  <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</a></p>						
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may	Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.				HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: <a href="https://www.hse.gov.uk/pubns/books/l74.htm">https://www.hse.gov.uk/pubns/books/l74.htm</a>	HoS/ DCO	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 <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>				<p>The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via: <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></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: <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: <a href="https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment">https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/risk-assessment</a></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&amp;S Team for assistance at <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a>.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p>						

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.	Adequate supervision and awareness of pupil behaviours at all times.  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 <b>MUST</b> be reported on Wellworker as “physical violence” or “verbal abuse or threat”. Wellworker can be accessed via: <a href="https://nottssc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true">https://nottssc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true</a>	HoS/ DCO	On-going				
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							<b>Review Date (Step 5):</b>					
<b>Assessors Signature:</b>				<b>Date: 07.01.22</b>		<b>Authorised By: C.A. Smith</b>				<b>Date: 07.01.22</b>		

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 <b>(The event is unlikely to happen)</b>	Medium <b>(It is fairly likely it will happen)</b>	High <b>(It is likely to happen)</b>
Likelihood of Harm Occurring		

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	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.
<b>High</b>	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 <b>MUST</b> have a written method statement/safe system of work and arrangements <b>MUST</b> be made to ensure that the controls are maintained and monitored for adequacy.