

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

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
Site Address/Location:	Magnus Church of England Academy	Department/Service/Team:	Main School
Note: A person specific assessment MUST be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Academy 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.</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 academy community, including; Governors, Staff, Union Reps, Academy Trust etc. via email; Teams staff briefings</p> <p>Changes to academy arrangements will be communicated to parents via ClassCharts/Text system/Social media by SF</p>	L	M	L	<p>AMM will be responsible for checking government guidance daily. In their absence TWW 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/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in academies, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687</p> <p>Staff sign to say or acknowledge by email they have read and understood the risk assessments, guidance and continue to do so as updates are issued – DAT to add to CPOMS and monitor receipts.</p>	AMM/T WW	Daily	Ongoing			
						DAT	01/06/2020	Ongoing				

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		Changes to pupil arrangements / requirements to be communicated and reinforced via TWW to coordinate response.					TWW	Ongoing	Ongoing			
Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Children and young people (0 – 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield.</p> <p>Clinically extremely vulnerable children are not expected to be attending the academy and should continue to be supported at home as much as possible.</p> <p>If a child is deemed clinically vulnerable (but not clinically extremely vulnerable), parents MUST follow medical advice provided for their child.</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>DATLJG/LAW to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p>	L	M	L	<p>Government guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Clinically extremely vulnerable pupils will not attend the setting and they will access remote learning opportunities</p>	DAT/LJG/LAW	Ongoing	01/06/2020			

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		<p>Additional arrangements implemented to support medical needs of pupils who will be attending the academy and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE to facilitate any close contact personal care.</p>	L	M	L							
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Clinically extremely vulnerable individuals are advised not to work outside the home.</p> <p>Clinically extremely vulnerable staff are advised to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.</p> <p>Clinically vulnerable individuals are advised to take extra care in observing social distancing and should work from home where possible.</p>	L	M	L	<p>Staff questionnaire to be completed to assess current situations.</p> <p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p>	SLT	22/05/2020	01/06/2020			

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		<p>If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2m away from others wherever possible. The individual may choose to take on a role that does not allow for this distance if they decide to do so. If they have to spend time within 2m of other people, settings MUST carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>SLT/Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.</p> <p>Arrangements implemented to support additional needs of staff attending the academy MUST be documented within an individual risk assessment</p>				<p>If an employee deemed clinically vulnerable is unable to work from home or chooses to return to work, then a specific risk assessment MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Both the SR12 and SR14 risk assessment templates are available on the SNMAT TEAMS document sharing page</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Both parties MUST sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p>						

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		(for example expectant mothers).										
Staff / pupils living with a shielded or clinically vulnerable person.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Pupils or staff living with someone who is clinically vulnerable (but non clinically extremely vulnerable), including those who are pregnant can attend their education or childcare setting.</p> <p>Pupils or staff living in a household with someone who is extremely clinically vulnerable it is advised they only attend their education or childcare setting if stringent social distancing can be adhered to, and in the case of children, they are able to understand and follow those instructions.</p> <p>If stringent social distancing cannot be adhered to then such individuals are not expected to attend. In this case they should be supported to learn or work from home.</p>	L	M	L	<p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Staff questionnaire to be completed to assess current situations.</p> <p>Individual Employee Risk Assessments are implemented and reviewed at least weekly to reflect the current national, local and provision specific viewpoint.</p>	SLT	22/05/2020	01/06/2020			
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>TWW to monitor staff absence related to COVID-19.</p>	M	M	L	<p>NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</p>	TWW	Ongoing	Ongoing			

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		Seek advice from your HR provision if required for staff absences.													
Pupil displays symptoms of COVID-19 whilst at the academy.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The Government stay at home guidance MUST be followed if pupils become unwell with;</p> <ul style="list-style-type: none"> A new continuous cough, or A high temperature <p>Symptomatic child will be moved to designated room which is used as the isolation area until parent arrives, suitable PPE MUST be worn with a symptomatic student.</p> <p>Staff supervising pupils in isolation area MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE MUST be worn.</p> <p>A suitable isolation area MUST be setup in the academy.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p>	L	M	L	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via staff briefings and email byLYG.</p> <p>Parents provided with information about key symptoms via [text/social media]. Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice. <i>This information is shared on a regular basis (at least weekly) to maintained awareness, irrespective of any changes.</i></p> <p><i>Pupils should be encouraged to be tested as soon as possible and as a matter of urgency. Contact NHS 111 for further information. Parents MUST inform the setting of the results.</i></p> <p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>NMM/Site team will be responsible for setting up the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> A room with a door that can be closed Supervision provided for pupil(s) in the isolation area. A window available and opened for ventilation. Access to a separate bathroom (in case needed whilst awaiting collection). 	SLT	Ongoing	Ongoing	S Flanagan	Ongoing	Ongoing			
						NMM/Site	Ongoing	Ongoing							

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		<p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected and then isolated for 72 hours. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Plastic bag placed in a second bin bag and tied. Bins MUST be emptied regularly throughout the day 				<ul style="list-style-type: none"> An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main academy building. A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). Signage displayed to indicate the isolation area advising “no entry”. A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> A face mask, if which case the child MUST be supervised at all times. <p>If contact with the child is required then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> Gloves Apron Face mask <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> Gloves Apron Face mask Eye protection <p>If the need for PPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at:</p>	C Bingham	As required	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Stored for at least 72 hours before it can be placed in normal waste disposal facilities.	L	M	L	https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms or the pupil / other individual subsequently tests positive. Staff MUST wash hands thoroughly for 20 seconds after any contact with someone who is unwell. A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards: <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. 	C Bingham	As required	Ongoing			
Staff displays symptoms of COVID-19 whilst at work in the academy.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in themselves and colleagues. The Government stay at home guidance MUST be followed if staff become unwell with; <ul style="list-style-type: none"> • A new continuous cough, or 	L	M	L	NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/ The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Staff who have supported unwell colleagues (with a new, continuous cough, high temperature or	SLT	Ongoing	Ongoing			

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		<ul style="list-style-type: none"> A high temperature Anosmia (lost of or change in normal sense of smell. It can also affect sense of taste) <p>If staff feel unwell with the above symptoms during the academy day they MUST go home.</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 14 days.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected. The Government guidance MUST be followed for cleaning non-healthcare settings.</p>				<p>anosmia) do not need to go home unless they develop symptoms, or the individual subsequently tests positive. Staff MUST wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> Fire risk Impede emergency exit routes Trip hazard. <p>All essential workers, and members of their households who displays symptoms of COVID-19 can be tested. Employers can register and refer self-isolating staff, and employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.</p> <p>Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.</p> <p>To obtain a login to the employer referral portal, employers of essential workers should contact: portalservicedesk@dhsc.gov.uk</p> <p>The government guidance on coronavirus (COVID-19) getting tested is available via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>						

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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 before it can be placed in normal waste disposal facilities.</p> <p>Staff and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>	L	M	L							
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be	All those within the academy, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.	L	M	L	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; <ul style="list-style-type: none"> Before leaving home 	SLT/Site	Ongoing	Ongoing			

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	exposed to COVID-19.	<p>Signage will be displayed around the academy 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"> Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. Lidded bins MUST be used, <i>where possible this should be pedal operated</i> <p>Tissues provided in classrooms, <i>where possible this should be a personal supply</i></p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in</p>				<ul style="list-style-type: none"> On arrival at the academy After using the toilet After breaks / sporting activities Before food preparation Before eating any food (inc. snacks) Before leaving the academy <p>Staff to supervise young children to ensure they wash their hands for 20 seconds with soap and water. <i>All pupils should be reminded and educated in the washing of hands on a regular basis.</i></p> <p>Site staff/cleaning staff 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. <i>On a regular basis, at least weekly.</i></p> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Social distancing in the academy will include;</p> <ul style="list-style-type: none"> Sitting children at desks that are 2m apart Ensuring everyone queues and eats further apart than normal Keeping apart when in the playground or doing any physical exercise Visiting the toilet one after the other Staggering break times Putting guidelines on the floor in corridors Avoiding unnecessary staff gatherings. 						

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		<p>classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times.</p>				<p>Social distancing for very young children will be harder to maintain. Staff to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p>						
<p>Increased risk of transmission due to increased pupils / staff working in close proximity.</p>	<p>Employees, pupils, contractors and visitors may be exposed to COVID-19.</p>	<p>Social distancing MUST be maintained wherever possible ensuring that staff and pupils are spaced out at all times.</p> <p>Children, young people and staff to only mix in a small, consistent group.</p> <p>Small groups to remain 2m away from each other wherever possible.</p> <p>Vulnerable children and children of critical workers to be split into small groups with a maximum of 15 pupils.</p> <p>Existing academy attendees (e.g. key workers and vulnerable children) to</p>	L	M	M	<p>Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>Issues with achieving small group working due to lack of classrooms, limited space or insufficient staff to supervise should be discussed with the Trust.</p> <p>The academy will operate on a basis of serving priority groups first. The academy will expand provision safely taking account of government guidance and their own risk assessments.</p>	SLT	Ongoing	Ongoing			

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>remain in their existing groups.</p> <p>Classes are all less than 15 at all times.</p> <p>Desks are spaced as far apart as possible (wherever possible 2m apart).</p> <p>Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</p> <p>Consider seating students at the same desk on each day if they attend on consecutive days.</p>				Students to be in option groups to allow small class sizes with appropriate content being delivered.						
COVID-19 transmission via the physical academy environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces and toilet spaces are cleaned throughout the academy day.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open.</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the academy day of hand</p>	L	L	L	<p>Site staff/Cleaning staff will be responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous</p>	NMM/Site	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>contact points and teaching materials.</p> <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> <p>The risks from any hazardous substances used for cleaning MUST be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p>				<p>substances is available on the SNMAT TEAMS document sharing page</p> <p>Cleaning rota organised to ensure all spaces are thoroughly cleaned each day.</p> <p>Teachers will also take extra precautions by disinfecting areas used before they start each session.</p>						
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Review the academy timetable:</p>	L	L	L	<p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: http://science.cleapss.org.uk/Resource-Info/GL336-CLEAPSS-Advice-during-the-COVID-19-Coronavirus-Pandemic.aspx</p> <p>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via: http://dt.cleapss.org.uk/Resource/GL347-returning-to-school-after-an-extended-period-of-closure.aspx</p> <p>Replace any shared cups with disposable cups and encourage parents to provide water bottles for children.</p>	SLT/Site	Ongoing	Ongoing			

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
		<ul style="list-style-type: none"> Decide which lessons or activities will be delivered Use timetable and selection of classrooms or other learning environments to reduce movement around the academy Consider supplementing remote education in secondary academies with face to face support <p>Avoid teaching activities which involve:</p> <ul style="list-style-type: none"> Passing items around a class Gymnastics and contact PE activities. <p>Specific consideration MUST be given to the effect of academy closures and working within D&T and Science.</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 the academy</p>				<p>Water fountains Must not be used and are cordoned off.</p> <p>Pupils to have own equipment which remains with them. Storage of these items can be placed on the desk in individual trays.</p> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/coronaviruses-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Personal belongings are to be kept to a minimum and Must not be shared.</p> <p>Academy resources and equipment should not be taken home, if so this needs to be thoroughly cleaned on return.</p>						

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			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>Pupils to have their own equipment provided and remain with this equipment. For example; pens, paper, glue sticks, laptops / tablets. Items to be cleaned frequently.</p> <p>Pupils to work in as small groups as possible.</p> <p>Pupils should work / be outside as often as this is possible.</p> <p>When working inside, pupils should be in small groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance.</p>										
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 academy day and build into routine.</p> <p>Build hand washing into the routine of the academy day;</p> <ul style="list-style-type: none"> • On arrival • Before / after break • Before / after lunch • Before leaving the academy <p>Consistent reminders and positive reinforcement to</p>	L	L	L	Consider implications on the behaviour policy and review as necessary.	SLT/Staff	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>pupils regarding key control measures;</p> <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands <p>Behaviour policy to be implemented where appropriate.</p>										
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>Students to arrive at different entrances at different times.</p> <p>No lunch times in main school. Break times are staggered and in different locations for different groups.</p> <p>Arrangements for the movement of pupils around the academy to be reviewed and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p> <p>Consider one-way circulation around the building.</p> <p>Rooms to be accessed directly from outside where possible.</p>	M	M	M	<p>Parents provided with information about changes to timetable for the academy day via text and letter. This information to be provided to parents prior to the academy expansion to provision.</p> <p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> Encourage parents, children and young people to walk or cycle to their education setting where possible. Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19 Transport providers follow hygiene rules and try to keep a distance from their passengers Take appropriate action to reduce risk if hygiene rules and social distancing is not possible (e.g. transporting children and young people with complex needs who need support to access vehicle / fasten seatbelts). 	SLT	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Arrangements for travelling to the academy will be considered, reducing any unnecessary travel on coaches, buses or public transport.				Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.						
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Local supply chains MUST be used to source PPE, cleaning materials and hygiene products. Assurance of a secure supply chain to be in place for essential supplies prior to reopening. Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service. Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.	L	L	L	Site/Cleaners will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day. NMM will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products. Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via: https://www.gov.uk/guidance/local-resilience-forums-contact-details#england	NMM	Ongoing	Ongoing			
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Avoid and discourage any unnecessary visitors to site. Avoid any contractor works unless emergency or essential. Communicate with contractors and suppliers that need to prepare to support the academy	L	L	L	SLT/Site team to review and implement adaptations to reception area. D.Scott to conduct contractor induction and maintain a record. The SR77 Contractor Induction Form are available on the SNMAT TEAMS document sharing page	D.Scott	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Disable touch screen for signing in purposes.</p> <p>Inform parents / carers to minimise visits to the academy/ contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area of the academy, including;</p> <ul style="list-style-type: none"> • Method of signing in • Remove any touch screen or biometric check in or intercom which involves skin contact • Maintenance of safeguarding controls / security • Physical barrier to protect those working in reception • Social distancing marking • Signage on gate / door advising of procedures • Inform of procedures via intercom • Frequent cleaning regime of hand contact points • Hand gel available 				<p>Disposable visitor badges to be used, e.g. dated stickers and a member of staff admitting/exiting the visitor should complete a visitor book to record the visit.</p> <p>Previous induction forms for regular visitors must be reviewed and reshared in light of the current situation</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Key procedures for working in the academy environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p>										
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<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) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the academy day (overnight).</p> <p>Fire doors MUST not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be</p>	L	L	L	<p>D. Scott will be responsible for reviewing the fire risk assessment.</p> <p>D. Scott will be responsible for updating any fire evacuation routes.</p> <p>D. Scott will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>D. Scott will be responsible for daily checks of the academy building to ensure fire evacuation routes are kept clear.</p> <p>D. Scott 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: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</p> <p>Fire regulation must be continually reviewed to reflect the current situation on site. If more pupils access the provision than drills should be repeated.</p>	D.Scott	23/03/2020	01/06/2020			
						D.Scott	Ongoing	Ongoing				

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>considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via email.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed on first day of re-occupation and a record maintained in the fire log book. For younger pupils this maybe more appropriate to be a guided walk through with their member of staff.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST 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>										
Inadequate first aid provision in the academy.	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 the academy.	L	M	L	HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm	SLT	23/03/2020	Ongoing			

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			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 the academy. 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>Academy wide awareness of method for contacting emergency services.</p>	L	L	L	<p>Advise issued by the HSE will be followed regarding the extension of first aid certification, available at: https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <p>Government guidance issued for first responders should be considered during first aid response, available at: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>Template first aid risk assessments (SR92/93) is available on the SNMAT TEAMS document sharing page</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>						
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,	Adequate supervision and awareness of pupil behaviours at all times.	L	L	L	All incidents where staff experience violence, verbal abuse or aggression MUST be reported on Wellworker as "physical violence" or "verbal abuse or threat". Wellworker can be accessed via: https://nottscc-	DAT/SFI anagan	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	fractures) if abusive incidents occur.	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.				safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true						
Provision for pupils not accessing the provision is adversely affected	Pupils not on site may not receive adequate safeguarding over site and remote working opportunities may suffer from lack of available staff	Review current safeguarding checks and ensure that these can be maintained Make use of staff working from home to provide remote/home learning. This may mean staff have to provide work for different classes, phone calls home to check on pupils	L	L	L	Signpost parents to online learning platforms to support remote learning and reduce teacher input. Home working staff to quality assure the sites signposted	LRD	Ongoing	Ongoing			
The current situation is detrimental to staff and pupil well being	Mental health, anxieties and well being impact on people's ability to thrive	Ensure staff and pupils know who they can raise concerns with regarding their own well being Regularly canvas staff, pupils and parents to determine needs/feelings	L	L	L	Staff Advise staff of relevant HR/occupational health support Staff to consider the welfare of each, for example ensure communal areas are left cleaned for the next user Provide opportunities for staff to sustain relationships using technology. Mindful of those working at home and those on site working in relatively isolated situations Ensure breaks are provided Pupils Provide pupils opportunities on 1-1 and in groups to share concerns and worries Create opportunities for pupils to talk Pastoral support available in school and virtually through ongoing measures.	LJG/SLT	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions						Review Date (Step 5):						
Assessors Signature:			Date:			Authorised By:			Date:			

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category MUST have a written method statement/safe system of work and arrangements MUST be made to ensure that the controls are maintained and monitored for adequacy.