

COVID-19 Academy Risk Assessment (H&S Update – September 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
Section 1 Academy failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Daily checks are made with the Government online guidance.	L	M	L	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 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 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 dfecoronavirushelpline@education.gov.uk 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.	AMM/T WW	Daily	Ongoing			
		Government guidance may be issued overnight, checks must be made prior to opening each day.										
		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										
		Changes to academy arrangements will be communicated to parents via ClassCharts/Text system/Social media by SF					DAT	01/06/2020	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Changes to pupil arrangements / requirements to be communicated and reinforced via TWW to coordinate response.					TWW	Ongoing	Ongoing			
Section 2 Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1st August 2020 pupils who are deemed extremely clinically vulnerable can return to school.</p> <p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>DATLJG/LAW to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <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>	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/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</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@nottsc.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>	DAT/LJG/LAW	Ongoing	01/06/2020			

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		Updated health care plans to be signed by parent / carer. Assess the need for PPE to facilitate any close contact personal care.										
Section 3 Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	From 1 st August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace. Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene Identify staff who are clinically extremely vulnerable and clinically vulnerable. Consider if vulnerable employees can continue working from home.	L	M	L	Staff questionnaire to be completed to assess current situations. 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 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 If an employee is deemed clinically vulnerable and requires additional risk controls then a specific individual risk assessment MUST be completed by a suitably trained person. The	SLT	22/05/2020	01/06/2020 0			

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		<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 (for example expectant mothers).</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.</p>				<p>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>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> • Age • Ethnicity • Sex • Underlying health conditions • Pregnancy <p>Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</p> <p>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. 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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Section 4 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.	Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family. TWW to monitor staff absence related to COVID-19. Seek advice from your HR provision if required for staff absences.	M	M	L	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/	TWW	Ongoing	Ongoing			
Section 5 Pupil displays symptoms of COVID-19 whilst at the academy.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in pupils. The Government stay at home guidance MUST be followed if pupils become unwell with; <ul style="list-style-type: none"> A new continuous cough, or A high temperature Loss or change to their normal sense of taste and smell Symptomatic child will be moved to designated room which is used as the isolation area until parent arrives for collection. Staff supervising pupils in isolation area MUST maintain a distance of 2m. Where this cannot be	L	M	L	NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/ Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via staff briefings and email by LYG. 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> Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at:	SLT S Flanagan	Ongoing Ongoing	Ongoing Ongoing			

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		<p>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 set up in the academy.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the pupil with symptoms MUST be cleaned 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 MUST be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used</p>				<p>https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance</p> <p>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.</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). • 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>	NMM/Site	Ongoing	Ongoing			
						C Bingham	As required	Ongoing				

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		<p>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 Placed in a suitable and secure place and marked for storage until the individual test results are known. Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours. <p>Follow NHS Test and Trace process.</p>				<ul style="list-style-type: none"> A fluid-resistant surgical face mask, in which case the child MUST be supervised at all times. <p>If contact with the child is required then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable Gloves Disposable Apron Fluid-resistant face mask <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask Eye protection (e.g. face visor or goggles) <p>If the need for PPE is required, then staff must be trained in the safe putting on and removal of items. Further guidance is available via: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</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@nottsc.gov.uk.</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: 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</p>	C Bingham	As required	Ongoing			
							D Scott	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
			L	M	L	<p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm .</p> <p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms(in which case they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by the NHS Test and Trace.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-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. • Away from Pupils 						
Section 6 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;	L	M	L	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Symptomatic individuals must self-isolate for at least 7 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from</p>	SLT	Ongoing	Ongoing			

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> A new continuous cough, or A high temperature or 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>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the person with symptoms MUST be cleaned 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 MUST be followed.</p> <p>Waste (i.e. used tissues, disposable cloths,</p>				<p>when the symptomatic individual first had symptoms</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>Staff who have supported unwell colleagues (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms (in which case they should arrange a test), or the individual subsequently tests positive or they have been requested to by the NHS Test and Trace. Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is 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. Away from pupils 						

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		<p>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. Placed in a suitable and secure place and marked for storage until the individual test results are known. Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours <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>										
Section 7 Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be	Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local	L	M	L	Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams	SLT	Ongoing	Ongoing			

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	exposed to COVID-19.	<p>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 of someone who has attended school has tested positive for COVID-19.</p> <p>The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 14 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups MUST be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording</p>				<p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via email, staff meetings, teams and phone calls</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via [letter, social media, text, website.</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> Staff and pupils MUST not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronaviruses-covid-19-getting-tested Ordered by phone NHS 119 (for those without access to the internet). 						

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		<p>process and not overly burdensome.</p> <p>The names or details of people with COVID-19 MUST not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before admitting children or welcoming them back after a period of self-isolation.</p> <p>If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.</p> <p>Develop contingency plans for possible local outbreaks.</p>				<p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating. A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 14 days. <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual. Travelling in a small vehicle with an infected person. <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p>						

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			L	M	L	<ul style="list-style-type: none"> An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or; A worker dies as a result of occupational exposure to coronavirus. <p>Before submitting the RIDDOR report please contact the SNMAT Central team; advice and support will be taken from contact the H&S Team for further advice and support via hands@nottsc.gov.uk</p>						
Section 8 Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals (including staff, pupils, visitors, contractors etc.) MUST not come into school if they have COVID-19 symptoms or have tested positive in the last 7 days.</p> <p>All those within the academy, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.</p> <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</p>	L	M	L	<p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> Before leaving home On arrival at the academy After using the toilet After breaks / sporting activities When changing rooms Before food preparation Before and after eating any food (inc. snacks) Before leaving the academy <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. <i>All pupils should be reminded and educated in the washing of hands on a regular basis.</i></p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</p>	SLT/Site	Ongoing	Ongoing			

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>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, where possible this should be pedal operated <p>Tissues provided in classrooms, where possible this should be a personal supply</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note:</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. On a regular basis, at least weekly.</p> <p>Government guidance for full opening of schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Social distancing in the academy will include.</p> <ul style="list-style-type: none"> Sitting children side by side at desks facing forward that are spaced 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. <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>Staff and pupils in year 7 and above may wear a face covering at times when social distancing is difficult. Face covering will not be worn in classrooms.</p> <p>In the event of local interventions being implemented by the government then all pupils</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>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>	M	H	M	<p>and staff, unless otherwise exempt, should wear a face covering when moving around the academy. Face coverings remain unnecessary in classrooms.</p> <p>Face coverings will be taken home or disposed of in lidded bins.</p>						
<p>Section 9 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>Groups to remain 2m away from each other wherever possible. Consider limiting interaction, sharing rooms and social spaces between groups as much as possible.</p> <p>Key Stage 4 / 5 small groups wherever possible, in some cases due to the range of curriculum subjects this may need to be the size of a year group.</p> <p>Key Stage 3 and Primary schools to implement small groups (class sized or smaller) wherever possible</p>	M	H	M	<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 MUST do this <u>when circumstances allow</u>.</p> <p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone.</p> <p>Older pupils should be supported to maintain distance and not touch staff and their peers where possible.</p> <p>Government guidance for full opening of schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a qualified or nominated teacher.</p> <p>Students to be in option groups to allow small class sizes with appropriate content being delivered.</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>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</p> <p>Wherever possible staff should stay at the front of the class to teach lessons.</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>Adapt classrooms to support distancing where possible. Move unnecessary furniture out of classrooms to make more space.</p> <p>Pupils to be seated side by side facing forwards.</p> <p>Desks are spaces as far apart as possible (wherever possible this is 2m)</p> <p>Consider seating students at the same desk on each day.</p>				<p>If moving furniture to create more space in classrooms, ensure that this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <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> <p>Zoning and bubbles will be used to maintain space between groupings and staff, with dedicated classrooms for each bubble. For IT there will be a dedicated IT room for each bubble. For PE only one bubble will be changing at a time. An additional staffroom and staff work room will be available to maintain space between staff at social times. In KS3 students will be taught in the same classroom, apart from IT and PE. They will sit at the same desk.</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Section 10 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, shared areas used by different groups and toilet spaces are cleaned throughout the academy day.</p> <p>Refer to government guidance for managing playgrounds when using fixed play equipment, including;</p> <ul style="list-style-type: none"> Limit number of users (e.g. one group at a time). Implement a cleaning regime (particularly between group use). <p>Wash hands before and after use.</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 contact points and teaching materials.</p> <p>These all need to be cleaned before and after use. And in</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>Government guidance for managing playgrounds and outdoor gyms is available via: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the SNMAT TEAMS document sharing page</p> <p>Cleaning rota organised to ensure all spaces are thoroughly cleaned each day, including PE changing rooms after each bubble to prevent cross bubble contamination.</p> <p>Teachers will also take extra precautions by disinfecting areas used before they start each session.</p>	NMM/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
		<p>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>	M	H	M							
Section 11 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: <ul style="list-style-type: none"> Decide which lessons or activities will be delivered </p>	M	H	M	<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. These should be named and sent home to be cleaned every night.</p> <p>Water fountains Must not be used and are cordoned off.</p>	SLT/Site	Ongoing	Ongoing			

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"> 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>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 unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>It is recommended that pupils to have their own equipment provided and remain with this equipment. For example; pens, paper, glue sticks, laptops / tablets.</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>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 of schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Personal belongings are to be kept to a minimum and Must not be shared.</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>Items to be cleaned frequently.</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 (e.g. sports, art and science equipment) should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</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 wherever possible.</p>										
Section 12 Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	There may be an additional risk of infection when singing, chanting, playing wind / brass instruments or shouting. Implement additional actions to reduce risk, including;	M	H	M	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.	D Scott NAW	Ongoing	Ongoing			

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"> Physical distancing between individuals. Playing outside wherever possible. Limiting group size to 15 pupils. Position pupils back-to-back or side-to-side. Do not share instruments. Ensure good ventilation. Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies. <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"> Pupils to be kept in consistent groups for sporting activities. Sports equipment to be cleaned between each use by different groups. Contact sports avoided. Outdoor sports prioritised where possible, and large indoor spaces 				Swing band, concert band and choir to suspend practice until safe to do so, or able to do it outside.						

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>where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> External facilities can be used in line with government guidance including transport to and from such facilities. External coaches, clubs and organisations can be used for curricular and extra-curricular activities. 										
Section 13 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 pupils regarding key control measures;</p> <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands 	L	L	L	Consider implications on the behaviour policy and review as necessary.	SLT/Staff	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
		Behaviour policy to be implemented where appropriate.										
Section 14 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 review 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> <p>Avoid large gatherings such as assemblies or collective worship with more than one group. Collective worship/assemblies take place in groups in their designated space.</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>Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees. The cleaning of this area after use and before others use the space is the responsibility of the individual</p> <p>AOW to take place remotely in tutor rooms.</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
		Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff										
Section 15 Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Wherever possible pupils to remain in their designated groups (e.g. by class, year group etc.)</p> <p>Hand sanitiser to be used upon boarding and disembarking.</p> <p>Vehicles to be subject to increased cleaning.</p> <p>Queuing and boarding to be organised and distanced where possible.</p> <p>Distancing within vehicles wherever possible.</p> <p>Pupils (over the age of 11) to use face coverings, where appropriate e.g. if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</p>	M	H	M	<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). Implement a process for safe removal of face coverings. <p>Consider staggered start times for those using wider public transport to avoid travel outside of peak hours.</p> <p>School minibus service to be suspended until safe to resume.</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
Section 16 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 contact the LA ppe@nottsc.gov.uk and SNMAT sarah.perry@snmat.org.uk	NMM	Ongoing	Ongoing			
Section 17 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 arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers). Inform parents / carers to minimise visits to the academy / contact with	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 When social distancing is difficult, visitors will be asked to wear a face covering unless otherwise exempt Disposable visitor badges to be used or a rotation of lanyards leaving 72 hours between use.	D.Scott	Ongoing	Ongoing			

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>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 • 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>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> <p>Signing in procedures to include the contact details of the individual for NHS Test and Trace purposes</p>				<p>Previous induction forms for regular visitors must be reviewed and reshared in light of the ongoing situation</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
Section 18 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 considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles</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>	D.Scott	23/03/2020	01/06/2020			
						D.Scott	Ongoing	Ongoing				

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>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.</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> <p>Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures</p>										
Section 19 Inadequate first aid provision in the academy.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in the academy..</p> <p>A specific risk assessment to be produced to assess the first aid provision in the academy. To be reviewed regularly and updated</p>	L	M	L	<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via:</p>	SLT	23/03/2020	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>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>				<p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</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@nottsc.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>						
Section 20 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.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff received Coping with Risky Behaviours (CRB) training as necessary.</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p> <p>Parents / visitors / members of the public informed that</p>	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://nottsc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true	DAT/SFI anagan	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
		abusive behaviour will not be tolerated.										
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 (<i>Step 5</i>): 14/9/2020						
Assessors Signature: L Goddard			Date: 26/08/2020		Authorised By: 				Date: 26/08/2020			

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.