



COVID-19 School 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:	NUAST 93 Abbey Street Nottingham	Department/Service/Team:	
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		
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School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, school-based Academy Trust etc. via e.g. staff meetings, email, Teams meetings etc.]</p> <p>Changes to school arrangements will be communicated to parents via newsletter, text message, or email or parentmail.</p> <p>Changes to pupil arrangements / requirements</p>	L	H	L	<p>Robert White - Principal will be responsible for checking government guidance daily. In their absence Sandra Stapleton – Vice Principal 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 schools, other educational establishments and children’s social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687</p> <p>/ dfecoronavirushelpline@education.gov.uk</p>						

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		to be communicated and reinforced via Principal / SLT Members/Teachers.										
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>SENDCO 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 schools 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>	L	H	L	<p>NUAST currently has five children who are classed as clinically extremely vulnerable. One student in Year 8, two students in Year 11 and two students in Year 13.</p> <p>Health care plans are maintained for key students and only staff involved in their care are informed of these plans. Any updates or modifications to health care plans will be signed by parent.</p> <p>As staff do not undertake close contact personal care there is no requirement for PPE/RPE.</p> <p>PPE will be provided for first aid trained staff who would treat a symptomatic individual who would be isolated within the first aid room.</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/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. Government guidance relating to the safe putting on and removal of PPE 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</p>						

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		Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).				<p>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> <p>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</p> <p>Home test kits</p> <p>NUAST have a supply of 10 home test kits and will replenish this supply when they run out.</p> <p>Having a test at a testing site will deliver the fastest results. The test kits are provided to be used in the exceptional circumstance where an individual, student or staff, becomes symptomatic and the school believes they may have barriers to accessing testing elsewhere. The school will determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19).</p>						

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						<p>Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p> <p>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October.</p> <p>The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. The UK Chief Medical Officers have issued a statement on schools and childcare reopening which states that there is a very low rate of severe disease in children from COVID-19 and far fewer children should remain in this group in the future following their routine discussions with their clinician.</p> <p>All pupils, including those who are clinically extremely vulnerable, can continue to attend school at all Local COVID Alert Levels unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.</p>						
Staff 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 employees who are deemed extremely clinically vulnerable can return to school.</p> <p>Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p>	L	H	L	<p>NOVA HR have issued clear guidance to staff with regards working expectations for staff who are shielding due to being clinically extremely vulnerable. Staff are expected to follow government advice.</p> <p>Staff who are clinically vulnerable have also received advice via the NOVA HR document. Staff are expected to follow social distancing measures if they are in school and have been advised to work from home where their role allows this to be effective.</p> <p>It is likely that the majority of staff will have limited contact time in school during the first two weeks after re-opening due to the structure being put in place.</p>						

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		<p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Consider if vulnerable employees can continue working from home.</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 school MUST be documented within an individual risk assessment (for example expectant mothers).</p>				<p>Clear signage for staff, visitors and students will be displayed throughout the building. This signage will remind all persons of the expectations for social distancing and other control methods. A one way system has been introduced throughout. Staff, students and visitors will be asked to wash hands on arrival and at regular intervals throughout the day. Hand sanitising gels or foam will be available to all staff and students.</p> <p>Office spaces will be limited in their occupation numbers and staff will be asked to communicate by email or telephone rather than by person to person contact unless social distancing can be maintained.</p> <p>From the 5TH Jan the UK govt advised that all Secondary Schools should close forthwith with the exception of Key Workers children and those classed as vulnerable. As a result of this the majority of staff went to Remote Working.</p> <p>The numbers of children in the school was reduced dramatically and on-line learning was advised wherever possible.</p> <p>Students attending school as keyworkers or vulnerable children should maintain 2m social distance at all times of other students and teachers.</p> <p>From 6th Jan 2021 NUASt set up a Covid Testing Centre within the school following government guidelines of testing all staff every 3 - 5 days.</p> <p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via:</p>						

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						<p>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:</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>If an employee is deemed vulnerable and requires additional risk control, then a specific individual risk assessment MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> • Age • Ethnicity • 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>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at</p>						

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						<p>work checklist can be used to facilitate this process.</p> <p>Both the SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</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> <p>NUAST have a supply of 10 home test kits and will replenish this supply when they run out.</p> <p>Having a test at a testing site will deliver the fastest results. The test kits are provided to be used in the exceptional circumstance where an individual, student or staff, becomes symptomatic and the school believes they may have barriers to accessing testing elsewhere. The school will determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p>						

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						In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace						
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. Sandra Stapleton and Natalie Astle to monitor staff absence related to COVID-19. Seek advice from your HR provision if required for staff absences.	L	H	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/						
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in pupils. The Government stay at home guidance MUST be followed if pupils become unwell with; <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature • or 	L	H	M	NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/ Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via instruction and training from Bob White. Parents provided with information about key symptoms via letter and newsletter. Parents informed of the requirement to keep pupils at						

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		<ul style="list-style-type: none"> A loss of or change in their normal sense of taste or smell (anosmia). <p>A symptomatic child will be moved to [state room(s) / area] which is used as the isolation area until parent arrives for collection.</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 set up in school.</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>home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms.</p> <p>Teaching staff advised to be alert to pupils showing symptoms and to inform SLT on-call should someone display 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>Katie Smith 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 – not possible at NUASt. First Aid room and Toshiba Room will be used for isolation. Access to a separate bathroom (in case needed whilst awaiting collection). An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. Exit via fire exit to left of reception. 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”. 						

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		<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 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 record MUST be kept of everyone the person has been in contact with and monitor for 10 days. <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>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 fluid-resistant face mask <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 surgical face mask <p>If there is a risk of fluid entering the eyes (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • Gloves • Apron • Face mask • Eye protection (eg face visor or goggles) <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>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>						

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						<p>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</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 , 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>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 						
Staff displays symptoms of COVID-19 whilst at work in school.	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	H	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 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from</p>						

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		<ul style="list-style-type: none"> A new continuous cough, or A high temperature or; A loss of or change in their normal sense of taste or smell (anosmia). <p>If staff feel unwell with the above symptoms during the school 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, disposable gloves) used</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 if they have been requested to by NHS Test and Trace.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-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>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 procedures.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>										
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.				Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contact-obc-health-protection-teams						

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		<p>Communicate to staff and parents the arrangements for NHTS and Trace and their responsibility to follow requirements.</p> <p>Requests 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 andising them to self-isolate for 14 days.</p> <p>A record of pupils and staff in each group and any close contact that take place between children and staff in different groups MUST be maintained to support the NHTS and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p>				<p>Staff to be informed of the NHTS and Trace process and their responsibilities to follow requirements via [insert communication method e.g. staff meetings, email etc.].</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via [insert communication method e.g. staff meetings, email etc.].</p> <p>The NHTS 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 develop them in school via: Book a test if displaying symptoms via: 5, but children aged 11 and under need to be helped by their parents/caregivers and a home test kit need to be helped by their parents/caregivers if the individual has been in close contact with if they were to test positive for COVID-19 provided by NHS (yes and) have been in close contact with if they were Self-test positive phone 119 or book a test at a test centre if you develop COVID-19 symptoms or someone who tests positive for COVID-19 develops COVID-19 symptoms or someone who tests positive for COVID-19 links below: COVID-19 tests can be booked via the link below: https://www.nhs.uk/virus/coronavirus/covid-19/testing-and-tracing/ Ordered by phone NHS 119 (for those without access to the internet). Ordered by phone NHS 119 (for those with access to the internet) <p>On receiving test results the following action must be taken:</p>						

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		<p>The names of details of people with COVID-19 MUST not be shared unless essential to protect others.</p> <p>Evidence of negative test results on the 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 increase 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 will no longer have COVID-19</p> <ul style="list-style-type: none"> • Symptomatic cases stop self-isolating • Other members of the household can stop self-isolating • A positive test of the following can help self-isolating MUST continue to self-isolate for at least 10 days from the onset of their symptoms MUST then return to self-isolate for the next 7 days from the symptoms if they do not return • Sense of smell/taste continue to self-isolate if they have a high temperature - use a thermometer to check temperature - continue self-isolating for the full 10 days • Members of household should continue self-isolating for the full 14 days <p>To assist with the NHS Test and Trace Process, close contact means:</p> <p>To assist with the NHS Test and Trace Process, close contact with an infected individual for</p> <ul style="list-style-type: none"> • a direct face-to-face interaction being a close contact for • proximity (within 2m) extended close contact (within 2m) extended close contact (within 2m) with an infected individual (15 minutes) with an infected individual • Proximity (within 2m) extended close contact (within 2m) extended close contact (within 2m) with an infected individual (15 minutes) with an infected individual • Proximity (within 2m) extended close contact (within 2m) extended close contact (within 2m) with an infected individual (15 minutes) with an infected individual <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. An unintended incident at work has led to a more serious outbreak has led to a more serious outbreak has led to a more serious outbreak</p> <p>reported as a dangerous occurrence.</p>						

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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 worker has been diagnosed as having COVID-19 and there is no reasonable evidence that it has been diagnosed as having COVID-19 and there is no reasonable evidence that it was caused by a worker's work. This must be reported as a case of disease to coronavirus. • A worker dies as a result of COVID-19. Before submitting the RIDDOR report please contact the H&S Team for further advice and support via hands@nottscc.gov.uk 						
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 10 days.</p> <p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. 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 				<p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> • Before leaving home • On arrival at school • After using the toilet • After breaks / sporting activities • When changing rooms • Before food preparation • Before and after eating any food (inc. snacks) • Before leaving school <p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes</p> <p>Luke Richards will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p>						

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		<p>mouth with unwashed hands. Wash hands immediately after doing so.</p> <ul style="list-style-type: none"> Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. Lidded bins MUST be used. <p>Tissues provided in classrooms.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is 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>Government guidance for full opening schools 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 school will include;</p> <ul style="list-style-type: none"> Sitting children side by side at desks facing forward that are spaced 2m apart Ensuring everyone queues and eats further apart than normal Keeping 2m 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>						

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Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<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.</p> <p>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> <p>Pre-school children in early years settings to continue to apply the staff to child ratios and use these to group children.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p>	L	H	L	<p>Early years and primary age children cannot be expected to maintain 2m apart from each other and staff. The hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings (Inc. throughout the school day) • Minimising contact and mixing <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 schools 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>Pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out in guidance available via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</p>						

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		<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 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>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. • Manual handling. <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>Office spaces will be limited in their occupation numbers and staff will be asked to communicate by email or telephone rather than by person to person contact unless social distancing can be maintained.</p> <p>From the 5TH Jan the UK govt advised that all Secondary Schools should close forthwith with the exception of Key Workers children and those classed as vulnerable. As a result of this the majority of staff went to Remote Working.</p> <p>The numbers of children in the school was reduced dramatically and on-line learning was advised wherever possible.</p> <p>Students attending school as keyworkers or vulnerable children should maintain 2m social distance at all times of other students and teachers.</p>						

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		Consider seating students at the same desk on each day if they attend on consecutive days.				From 6 th Jan 2021 NUAST set up a Covid Testing Centre within the school following government guidelines of testing all staff every 3 - 5 days.						
Use of face coverings in education settings to minimise transmission of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>If the school is in a area subject to a local lockdown pupils in year 7 and above will be required to wear face coverings in school corridors (and other communal spaces where social distancing cannot be maintained).</p> <p>Where lockdown does not apply - Head teachers may decide to use their discretion to require face covers in communal areas, where social distancing is not possible.</p> <p>Face coverings MUST be worn correctly to avoid inadvertently increase the risks of transmission.</p> <p>Staff and pupils are provided with clear instructions regarding how to put on, remove, store and dispose of face coverings.</p> <p>Hands must be sanitised before and after touching face coverings (including to remove or put them on).</p>	L	H	L	<p>Government guidance for face coverings: when to wear one and how to make your own is available via: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Pupils provided with clear instructions regarding how to put on, remove, store and dispose of face coverings via assemblies or tutor meetings.</p> <p>Staff provided with clear instructions regarding how to put on, remove, store and dispose of face coverings via inset and trust guidance document.</p> <p>UK Govt has advised that face screens should not now be used as a replacement for face masks.</p> <p>If staff or pupils are unable to access a face covering, or where they are unable to use their face covering (e.g. having forgotten it, becoming soiled or unsafe), education settings should take steps to have a small contingency supply available to meet such needs. NUAST has a good supply of disposable face coverings.</p> <p>Some individuals are exempt from wearing face coverings. For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</p>						

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		<p>Face coverings to be stored in individual, sealable plastic bags between use.</p> <p>If face coverings become damp, they should not be worn and replaced carefully.</p> <p>Face coverings are not deemed necessary in classrooms even where social distancing is not possible.</p>				<p>Government guidance for face coverings in education is available via: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic guidance is available and will be implemented. The guidance document is available via: https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</p> <p>Guidance has been issued by NOVA with regards face coverings. Staff and students will wear face coverings in all communal areas. Within the classroom it will be optional for students to wear a face covering. All rooms have been setup to allow a 2 metre distance between students and staff members.</p>						
COVID-19 transmission via the physical school 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 school day.</p> <p>Increased cleaning regime in Early years / Infant equipment needs to be cleaned before and after use.</p> <p>Refer to government guidance for managing</p>	L	H	L	<p>Luke Richards 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. 						

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		<p>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). Wash hands before and after use. <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>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> Cutting and sticking Painting and gluing Indoor / outdoor construction toys. <p>These all need to be cleaned before and after use. And in between sessions if they are</p>				<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 Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</p> <p>Classroom doors are to be left open at all times. Fire doors are to be opened and retained using magnetic locks. The revolving door will not be used for entry to the building.</p> <p>Reception desk will have a protective screen installed to protect receptionists.</p> <p>Staff kitchen area will have socially distanced limited seating and will be available for the making of drinks and heating of food only.</p> <p>Additional cleaning staff have been employed and these will provide daytime cleaning throughout the day. Staff are to clear desk and window areas to enable cleaners easy access for effective cleaning.</p> <p>Ventilation</p> <ul style="list-style-type: none"> mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if 						

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		<p>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>possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) 						

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						<ul style="list-style-type: none"> providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>The HSE are aware that some schools such as NUASt cannot open windows and have confirmed that:</p> <ul style="list-style-type: none"> the spirit of such advice is to do what can reasonably be done within each setting. schools should consider how such obstacles can be mitigated by using alternatives. So, for example, if windows can't be opened, what other things can be done? 						
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 school timetable:</p> <ul style="list-style-type: none"> Decide which lessons or activities will be delivered 	L	H	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>						

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		<ul style="list-style-type: none"> Use timetable and selection of classrooms or other learning environments to reduce movement around school Consider supplementing remote education in secondary schools and colleges with face to face support <p>Specific consideration MUST be given to the effect of school 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 school unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>It is recommended that pupils to bring their own or have provided their own equipment provided and remain with this equipment. For example; pens, books, glue sticks, laptops / tablets.</p>				<p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils to have own equipment which remains with them. 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. CLEAPPS guidance to be followed for subjects that undertake practical work.</p> <p>Government guidance for full opening schools is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>As NUAST has limited opening windows it is not possible to open windows to vent areas. A forced air ventilation system is installed. This has been reprogrammed in line with HVAC advice to increase run times at start and end of day to effectively ventilate the areas. This has been programmed to give 100% fresh air intake. Further advice has been sort from the HVAC consultant with regards the safe operation of the systems at nuast.</p>						

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		<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>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>										
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;				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.						

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			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 										

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			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. <p>External coaches, clubs and organisations can be used for curricular and extra-curricular activities</p>										
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> On arrival Before / after break Before / after lunch Before leaving school <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands 	L	M	L	<p>Consider implications on the behaviour policy and review as necessary. Behaviour policy reviewed and procedures for isolation and contact with parents outlined. These will be relayed to staff in INSET.</p> <p>Students and staff will be encouraged to wash hands throughout the day. Gel and foam will be provided for use in classrooms.</p> <p>Visual and verbal reminders will be given to reinforce expectations with regards social distancing, coughing/sneezing and washing hands.</p> <p>The numbers of children in the school was reduced dramatically from 5th Jan and on-line learning was advised wherever possible.</p> <p>Students attending school as keyworkers or vulnerable children should maintain 2m social distance at all times of other students and teachers.</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Behaviour policy to be implemented where appropriate.				From 6 th Jan 2021 NUASt set up a Covid Testing Centre within the school following government guidelines of testing all students on site at the start of term.						
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).</p> <p>Parents / Carers advised only one individual to accompany children to the education / childcare setting.</p> <p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>Arrangements for break times and lunch times MUST be reviewed to enable social distancing (e.g. stagger timings).</p> <p>Arrangements for the movement of pupils around school 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>	L	M	M	<p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via letter. This information to be provided to parents prior to school reoccupation.</p> <p>Floor and ceiling hung signage to be installed to show students and staff the one way system in the building.</p> <p>Travel will be outside of peak periods with school day adjusted to suit these timings.</p> <p>Whole group assemblies are suspended or moved online.</p> <p>Staff Welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.</p> <p>Office spaces will be limited in their occupation numbers and staff will be asked to communicate by email or telephone rather than by person to person contact unless social distancing can be maintained.</p> <p>From the 5th Jan the UK govt advised that all Secondary Schools should close forthwith with the exception of Key Workers children and those classed as vulnerable. As a result of this the majority of staff went to Remote Working.</p> <p>As a result, the numbers of children in the school was reduced dramatically and on-line learning was advised wherever possible.</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<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.</p> <p>Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff.</p>				<p>Students attending school as keyworkers or vulnerable children should maintain 2m social distance at all times of other students and teachers.</p>						
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>NUAST does not have school transport. Where this is used for individual activities the following guidance will be followed.</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) 						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Pupils (over the age of 11) to use face coverings, where appropriate e.g. if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</p> <p>School transport drivers are NOT required to wear a face covering by law.</p> <p>Staff to wear face coverings when unable to maintain social distancing in passenger facing roles e.g. supporting disabled passengers.</p>				<p>who need support to access vehicle / fasten seatbelts).</p> <ul style="list-style-type: none"> Implement a process for safe removal of face coverings. <p>Staggered start times for those using wider public transport to avoid travel outside of peak hours have been introduced.</p> <p>Government guidance for face coverings in education is available via: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>						
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.	<p>Local supply chains MUST be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to reopening.</p> <p>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.</p> <p>Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and</p>	L	M	L	<p>Luke Richards will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>Luke Richards will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p> <p>Where there is an unmet urgent need for PPE please contact your local authority. Within Nottinghamshire please email ppe@nottsc.gov.uk for assistance.</p> <p><i>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic</i> guidance is available and will be implemented. The guidance document is available via: https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		hygiene products to operate safely.				school/coronavirus-and-schools-nottinghamshire-ppe-guidance NOVA have centrally sourced PPE materials and cleaning materials for schools.						
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area of school, 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 	L	M	L	<p>Robert White to review and implement adaptations to reception area.</p> <p>Steve Self to conduct contractor induction and maintain a record.</p> <p>The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</p> <p>A drop box will be used to return passes and other items. Clear signage will be placed in reception and around school to reinforce COVID19 precautions. Floor markings will be used where appropriate. Signing in book will be filled in by reception staff rather than visitor to limit contact.</p> <p>Staff and visitors will sign in and out using an electronic system – ‘inventory’.</p> <p>All visitors accessing the school site to be asked to wash hands on arrival and to be informed of the specific rules within the school.</p>						

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		<ul style="list-style-type: none"> Inform of procedures via intercom Frequent cleaning regime of hand contact points Hand gel available Drop box for parents to return letters and other items. <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p> <p>Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.</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</p>	L	M	L	<p>Steve Self will be responsible for reviewing the fire risk assessment.</p> <p>Steve Self will be responsible for updating any fire evacuation routes.</p> <p>Steve Self will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>– 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 school 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 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>Luke Richards will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Steve Self 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>All fire doors are on automatic closures linked to the fire alarm system.</p> <p>Fire Assembly points to be reviewed to maintain social distancing. Students and staff to be reminded of evacuation processes. Evacuation to be carried out upon full return of students.</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<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>										
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p>	L	H	L	<p>NUAST has a number of first aid trained staff. Staffing rotas will guarantee a first aider is always on site.</p> <p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/174.htm</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p>						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating	
		<p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</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><i>Nottinghamshire County Council personal protective equipment (PPE) guidance for schools and other educational settings during the COVID-19 pandemic</i> guidance is available and will be implemented. The guidance document is available via: https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance</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, 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>	L	M	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-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true							

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		Parents / visitors / members of the public informed that 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 (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.