

Hazards considered Step 1 (Clause 3.1)	Who might be harm and how Step 2 (Clause 3.2)	Existing Control Measures Step 3 (Clause 3.3)	Likelihood	Severity	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)	Who (name)	When (date)	Complete (date)	Likelihood	Severity	Risk Rating
School failure to follow National Government Guidelines	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Daily checks are made with the Government online guidance. 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 school community, including: Governors, Staff, Union Reps, Academy Trust etc. via the individual the school deems most appropriate. Changes to school arrangements will be communicated to parents via the most appropriate communication method. Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers. Changes to pupil arrangements/requirements to be communicated and reinforced via Head Teacher / Teachers				The Head Teacher or person nominated by the Head Teacher will be responsible for checking government guidance daily. In their absence another senior member of staff 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 schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, Tel: 0800 046 8687 / dfc.coronavirushelpline@education.gov.uk	Andrew George Kirsty Andrews	Daily by 8am				
Pupils identified as at increased risk and exposed to COVID-19	Employees, pupils, contractors and visitors may be exposed to COVID-19.	From 1 August 2020 pupils who are deemed extremely clinically vulnerable can return to school. Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene. Identify pupils who are clinically extremely vulnerable and clinically vulnerable. Either the Head Teacher or person nominated by the Head Teacher to communicate appropriately with their most vulnerable children and health care plans updated where necessary. Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans. Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only. Updated health care plans to be signed by parent / carer. Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).				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 If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. 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@notssc.gov.uk . 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 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	Helen Frost Briggs Kirsty Andrews	1/9/2020 1/9/2020				
Staff identified as at increased risk and exposed to COVID-19	Employees, pupils, contractors and visitors may be exposed to COVID-19.	From 1 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. Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.				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-protection-extremely-vulnerable-persons-from-covid-19 Government guidance on staying alert and safe (social distancing) is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing-after-4-july If an employee is deemed vulnerable and requires additional risk controls, 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. Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include: age, ethnicity, sex, underlying health conditions, pregnancy	Andrew George, Kirsty Andrews	1st Sept				

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		<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>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 EMET New and Expectant mothers at work checklist can be used to facilitate this process.</p> <p>Please contact hr@emet.academy for this.</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>						
Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>Either the Head Teacher or person nominated by the Head Teacher to monitor staff absence related to COVID-19.</p> <p>Seek advice from the EMET HR team if required for staff absences.</p>				NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/	AG	1st Sept 20				
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The Government stay at home guidance MUST be followed if pupils become unwell with a new continuous cough or a high temperature.</p> <p>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>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>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via the most appropriate communication method.</p> <p>Parents provided with information about key symptoms via [insert communication method e.g. newsletter, text etc.]. Informed of the requirement to keep pupils at 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 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 when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>A nominated person 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. <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• 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”. <p>A record MUST be kept of everyone the person has been in contact with and monitor for 14 days.</p>	Andrew George Kirsty Andrews	1st Sept 20				

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		<p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected and then isolated for 72 hours. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day • Placed in a suitable and secure place and marked for storage until the individual test results are known. <p>Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours.</p>				<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 surgical 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 fluids entering the eyes (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/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 contact the person responsible for Health & Safety in your school</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>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature, or anosmia) 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 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 						
Staff displays symptoms of COVID-19 whilst at work in school	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance MUST be followed if staff become unwell with:</p> <ul style="list-style-type: none"> • a new continuous cough or • a high temperature or • a loss or change in their normal sense of taste or smell (anosmia) 				<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 when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	Andrew George Kirsty Andrews	1st Sept 20				

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		<p>If staff feel unwell with the above symptoms during the school day they MUST go home.</p> <p>A record MUST be kept of everyone the person has been in contact with and monitor for 14 days.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the person with symptoms MUST be cleaned with disinfectant after then 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 - ties when full• plastic bag placed in a second bin bag and tied• bins MUST be emptied regularly throughout th 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>				<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 ase, they should arrange a test), or the individual subsequently tests positive, or they have been requested to by NHS Test and Trace.</p> <p>Everyone MUST wash 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							
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health protection team once aware of someone who has attended school has tested positive for COVID-19.</p>				<p>Contact information for local Public Health England health protection teams are available via:</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via the most appropriate communication method.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via the most appropriate communications method.</p> <p>The NHS Test and Trace process includes:</p>	Andrew George	1st Sept 20					

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		<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 process and not overly burdensome.</p> <p>The names or details of people with COVID-19 MUST not be shared unless essential to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before admitting children or welcoming them back after a period of self-isolation.</p> <p>If two or more confirmed cases are received within 14 days, or an overall rise in sickness 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>• 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.</p> <p>• Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronavirus-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.</p> <p>• 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.</p> <p>• 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> <p>COVID-19 tests can be booked via the links below: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Ordered by phone NHS 119 (for those without access to the internet).</p> <p>On receiving test results the following action must be taken:</p> <p>• 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.</p> <p>• 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> <p>To assist with the NHS Test and Trace Process, close contact means:</p> <p>•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).</p> <p>• Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual.</p> <p>• Travelling in a small vehicle with an infected person.</p> <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> <p>• An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</p> <p>• 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;</p> <p>• A worker dies as a result of occupational exposure to coronavirus.</p> <p>Before submitting the RIDDOR report please contact the H&S Team for further advice and support via hands@nottscc.gov.uk.</p>						
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Individuals (including staff, pupils, visitors, contractors etc) MUST not come into school if they have COVID-19 symptoms or have tested positive in the last 7 days.				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;	Andrew George Adrian Gibson	1st Sept 20				

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		<p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none">• Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so.• Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.• Lidded bins MUST be used. <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>				<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 (incl snacks) <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>A nominated person will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> <p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</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 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>						
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 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>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	Andrew George	1st Sept 20				

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		<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> <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 the 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>Consider seating students at the same desk on each day if they attend on consecutive days.</p>				<p>Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (particularly with younger pupils or pupils with complex needs), however, adults MUST do this when circumstances allow.</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 relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>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> <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>						
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 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>A nominated person 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>	A Gibson	Daily				

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		<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 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>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available from Chris Punter, Services Director, cpunter@emet.academy</p>						
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.</p> <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Review the school timetable:</p> <ul style="list-style-type: none">● Decide which lessons or activities will be delivered● Use timetable and selection of classrooms or other learning environments to reduce movement around 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 have their own equipment provided and remain with this equipment. For example: pens, books, glue sticks, laptops / tablets. 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>CLEAPSS has issued guidance for Science Departments and COVID-19 available via:</p> <p>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:</p> <p>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> <p>Children to bring in their own water bottle which is sent home and cleaned every night.</p> <p>Pupils to have own equipment which remains with them.</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 to full opening: schools is available via:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	Andrew George	1st Sept 20				

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)	Likelihood	Severity	Rak 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)	Who (name)	When (date)	Complete (date)	Likelihood	Severity	Risk Rating
		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. Pupils to work in as small groups as possible. Pupils should work / play outside as often as this is possible. 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.										
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: <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. Physical education, sport and physical activity can be provided within current control measures. The following must be considered: <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 where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. 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. 				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.	Andrew George	1st Sept 20				
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Reinforce key messages throughout the school day and build into routine. Teach children hand washing techniques. Build hand washing into the routine of the school day; <ul style="list-style-type: none"> On arrival Before / after break Before / after lunch Before leaving school Consistent reminders and positive reinforcement to pupils regarding key control measures; <ul style="list-style-type: none"> Social distancing Cough / sneeze into tissue Washing hands Behaviour policy to be implemented where appropriate.				Consider implications on the behaviour policy and review as necessary.	Helen Frost Briggs	1st Sept 20				
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children). Parents / Carers advised only one individual to accompany children to the education / childcare setting.				Parents provided with information about changes to pupil drop off / collection and timetable for the school day via the school's most appropriate communication method. This information to be provided to parents prior to school reoccupation.	Andrew George	1st Sept 20				

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)	Likelihood	Severity	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)	Who (name)	When (date)	Complete (date)	Likelihood	Severity	Risk Rating
		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). Arrangements for break times and lunch times MUST be reviewed to enable social distancing (e.g. stagger timings). 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). Consider one-way circulation around the building. Rooms to be accessed directly from outside where possible. Avoid large gatherings such as assemblies or collective worship with more than one group. Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff.				Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.						
Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport. Wherever possible pupils to remain in their designated groups (e.g. by class, year group etc.) Hand sanitiser to be used upon boarding and disembarking. Vehicles to be subject to increased cleaning. Queuing and boarding to be organised and distanced where possible. Distancing within vehicles wherever possible. 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.				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 When reviewing transport arrangements: <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. Consider staggered start times for those using wider public transport to avoid travel outside of peak hours.	Andrew George Adrian Gibson	1st Sept 20				
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.				A nominated person will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day. A nominated person will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products. Where there is an unmet urgent need for PPE please contact the nearest local resilience forum for support, information accessible via: https://www.gov.uk/guidance/local-resilience-forums-contact-details#england	Site Team A Gibson	Daily Daily				
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 school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).				The Head Teacher or nominated person to review and implement adaptations to reception area. A nominated person to conduct contractor induction and maintain a record. The SR77 Contractor Induction Form is available from Chris Punter, Services Director, cpunter@emet.academy	Kirsty Andrews Adrian Gibson	1st Sept 20				

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)	Likelihood	Severity	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)	Who (name)	When (date)	Complete (date)	Likelihood	Severity	Risk Rating
		<p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review 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 • 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 – 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 the most appropriate communication method.</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>				<p>The Head Teacher or nominated person will be responsible for reviewing the fire risk assessment.</p> <p>The Head Teacher or nominated person will be responsible for updating any fire evacuation routes.</p> <p>The Head Teacher or nominated person will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>The Head Teacher or nominated person will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>The Head Teacher or nominated person 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 request.</p>	Adrian Gibson	1st Sept 20				

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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> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>				<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/I74.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 from Chris Punter, Services Director, cpunter@emet.academy</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 contact the person responsible for Health & Safety in your school.</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>	Kirsty Andrews	1st Sept 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 abusive behaviour will not be tolerated.</p>				<p>All incidents where staff experience violence, verbal abuse or aggression MUST be reported to the Head Teacher.</p>	Andrew George	1st Sept 20				

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

Review date (Step 5) : Ongoing

Assessors signature: Andrew George

Date: 16th July 2020

Authorised by: Nicole Clarke

Date: 16th July 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)	Low (It is fairly likely it will happen)	Medium (It is likely to happen)	High (It is likely to happen)
Likelihood of Harm Occurring				