|  |  |  |
| --- | --- | --- |
|  | **National Church of England Academy Covid-19 related School Risk Assessment**  **(Last updated 25th Jan 2022 and effective from 27th January 2022 onwards V12)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Operations/Work Activities covered by this assessment:** | COVID-19: implementing protective measures in sCHOOLS (There is a separate risk assessment for testing centre) | | |
| **Site Address/Location:** | The National Church of England Academy | **Department/Service/Team:** | Whole School |
| **Note:** A person specific assessment **MUST** be carried out for young persons, pregnant women and nursing mothers | | | |

| Hazards  Considered  *Step 1 (Clause 3.1)* | Who might be  harmed and how  *Step 2*  *(Clause 3.2)* | Existing Control Measures:  *Step 3*  *(Clause 3.3)* | Risk Rating | | | Further action *Step 3*  *Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | | | Risk Rating | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Likelihood | Severity | Risk Rating | Who | When | Complete | Likelihood | Severity | Risk Rating |
| *(Name)* | *(Date)* | *(Date)* |
| School failure to follow National Government Guidelines. | Employees, students, contractors and visitors may be exposed to COVID-19. | Checks are made with the Government online guidance.  Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via email, parentmail letters, website, staff meetings.  School arrangements communicated to parents via school communications – website, parentmail letters, and social media.  Student arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers. | L | L | L | Martin Brailsford, Principal, will be responsible for checking government guidance. In his absence Kristy Boothroyd, Vice Principal and Alex Hawkins, Vice-Principal will fulfil this role. Government COVID-19 guidance is available via;  <https://www.gov.uk/coronavirus>  The latest Specific operational guidance is available via the gov.uk website  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 / [dfe.coronavirushelpline@education.gov.uk](mailto:dfe.coronavirushelpline@education.gov.uk) | MBR/  KBO | 7am Mon-Fri |  |  |  |  |
| Students identified as at increased risk and exposed to COVID-19. | Employees, students, contractors and visitors may be exposed to COVID-19. | Identify students who are clinically extremely vulnerable and clinically vulnerable.  Clare Stones/Dave Llewellyn for SEN Students (SENCO) and PSAs for other vulnerable students to communicate appropriately with their most vulnerable children and health care plans updated where necessary.  Additional arrangements implemented to support medical needs of students who will be attending schools and documented within health care plans.  Health care plans and arrangements for supporting medical needs of students to be communicated to relevant persons only.  Updated health care plans to be signed by parent / carer. | L | M | M | All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist to not attend.  Further information is available at: [Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3).  CST and team 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).  Further guidance is available at: [Use of PPE in education, childcare and children’s social care - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)  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](mailto:hands@nottscc.gov.uk). | CST |  |  |  |  |  |
| Staff identified as at increased risk and exposed to COVID-19. | Individuals may be exposed to COVID-19. | CEV staff identify themselves to SVE and LT.  SVE meets 1-1 to discuss risks and measures available to reduce risks and support staff.  SVE, in partnership with the member of staff writes a risk assessment which supports the academy and staff to remain as safe as possible. |  |  |  | School leaders are best placed to determine the workforce required to meet the needs of their pupils.  As of January 27th 2022 staff and students will no longer be required to wear face coverings anywhere on-site. This will become a personal choice.  Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.  If an employee is no longer positive with covid and any isolation period has ended they must return to work unless they are unwell ‘Ill’. If a teacher is unable to attend work due to illness or recovery then they should not work from home.  Further guidance is available at: COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK ([www.gov.uk](http://www.gov.uk))  Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work.  SVE to discuss medical needs disclosed by staff and support mechanisms implemented.  If an employee is deemed vulnerable is and requires additional risk controls, then a specific individual risk assessment MUST be completed by a suitably trained person. The F45-1 risk assessment template can be used to facilitate this process. SVE oversees this and if in doubt should be contacted immediately.  The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.  Both the F45-1 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at:  https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment  Any individual risk assessments for staff MUST be completed in conjunction with the employee and SVE. 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.  The Health and Safety Executive (HSE) has published guidance:  • Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)  • Talking with your workers about preventing coronavirus (COVID-19) - Overview (hse.gov.uk) | SVE |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Individual mental health and well-being is affected by covid-19 | Individual, employees, pupils, | Explain to staff and the wider community the measures that are in place (This risk assessment).  Publicise this risk assessment/the measures on the school website | M | M | M | All staff and students to have clearly signposted support available to them both in school and when they are outside of school  Students to receive guidance and support on return to academy with planned programme of activities and transition support provided  Personal Development lessons and tutor sessions to have redesigned curriculum to provide ongoing programme of support for student reintegration, coping with stress and anxiety and building relationships and self-confidence  Academy website contains a new section from 2021 covering a wide range of social and emotional issues to support students and issues faced by some parents/wider community.  Counselling service on site (as per our website) to offer staff and students extra support (will require booking).  Staff well-being group to meet regularly to discuss issues and plan and provide support to staff group as a whole  Designated member of the Leadership team (SVE) available in school at any time to be contactable and to raise and discuss any staff mental health and well-being concerns with  Designated member of staff overseeing student mental health and well-being support during 2021/22  All staff to be directed to use mental health and well-being sharepoint and resources  Students and staff with specific health/medical needs to have risk assessments updated and agreed  Students will all receive continued support and advice regarding internet safety and safe and appropriate use of remote learning  Students will continue to access ‘Tootoot’ system for reporting anonymous concerns to school staff  As has been the practice throughout the pandemic, all safeguarding practices and systems remain firmly in place and a trained team of staff respond to any safeguarding or child protection concerns raised | SVE  MHA  DLL | Across 2021+ |  | L | L | L |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Management of confirmed cases of covid-19 amongst the school community | Employees, students, 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.  SVE/HR to monitor staff absence related to COVID-19.  Seek advice from your HR provision if required for staff absences. | M | M | M | Close contacts will be identified via NHS Test and Trace and education settings are no longer expected to undertake contact tracing.  NHS Test and Trace will work with the positive case to identify close contacts.  The National Church of England Academy has an outbreak management plan which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak. PHE would be contacted and we would work with them in making decisions over any planned implementation.  If the academy is requested to initiate the ‘Outbreak Management Plan’ by PHE, either due to a confirmed outbreak or local, regional or National lockdown measures, Kirsty Cowley (Chair of Governors) and Matthew Parris (CEO of MITRE) will be informed and communication from PHE and communication to the community and DFE discussed and agreed. | LT |  |  |  |  |  |
| Failure to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. | Individuals may be exposed to COVID-19. | All PHE advice is shared with staff and the community. |  |  |  | **When an individual develops COVID-19 symptoms or has a positive test**  Pupils, staff and other adults must follow public health advice on when to self-isolate and what to do. Further information is available at: [When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/)  They must not come into school if   * they have symptoms, * have had a positive test result, or * other reasons requiring them to stay home due to the risk of them passing on COVID-19 (for example if they are required to quarantine).   Details on COVID-19 symptoms are available at: [Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)  Everyone with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household.  If a pupil is awaiting collection, they must be left in the covid isolation room in main reception – alone if possible. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information is available at: [Use of PPE in education, childcare and children’s social care - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care).  Symptomatic child will be moved to the covid isolation room in main reception which is used as the isolation area until parent arrives for collection.  Any rooms used must be cleaned after they have left. The Government guidance for cleaning non-healthcare settings **MUST** be followed: [COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)  Everyone **MUST** wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.  If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:   * Fire risk * Impede emergency exit routes * Trip hazard * Away from pupils   The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.  **Asymptomatic testing**  Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.  Staff should undertake twice weekly home tests whenever they are on site until this will be reviewed.  Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.  **Confirmatory tests**  Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection – use the QR code below.  It is now possible to end self-isolation after 5 full days if you have had 2 negative tests on consecutive days.  The first LFT should not be taken before the 5th day after your symptoms have started (or the day your test was taken if you did not have symptoms).  The self-isolation period ends after 10 FULL days or 2 consecutive negative LFT taken a day apart (from day 5).  If staff or students have a positive LFT they should test daily. Click on the QR code below for the latest stay at home guidance for households.    If any person of secondary school age or older shares a household (close contact) with someone who has tested positive for covid-19, they complete daily lateral flow device tests for 7 days if they are asymptomatic, if they are symptomatic they must have a PCR test and isolate until they receive a negative result.  Whilst awaiting the PCR result, the individual should continue to self-isolate.  Additional information is available via: [Coronavirus (COVID-19): test kits for schools and FE providers - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers) | LT |  |  |  |  |  |
| Students / staff will transmit COVID-19. | Employees, students, contractors and visitors may be exposed to COVID-19. | Individuals (including staff, students, visitors, contractors etc.) **MUST** not come into school if they have COVID-19 symptoms.  All those within the school, including, teaching staff, support staff, students, visitors and contractors **MUST** follow current advice.  Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site (when permitted).  Staff to reinforce messages (to students and others) to;   * 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.   Tissues provided in classrooms.  Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.  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. | M | M | M | **Students and staff MUST NOT come to school with symptoms to be tested on-site.**  All staff, students, contractors and visitors will be required to clean their hands with soap and water or hand sanitiser. They will be asked to do this:   * Before leaving home (advised) * On arrival at school * After using the toilet * Before entering a classroom * Upon leaving a classroom * After breaks / sporting activities * When changing classrooms * Before food preparation * Before and after eating any food (inc. snacks) * Before leaving school   Staff to supervise young children and students with complex needs to ensure they wash their hands for 20 seconds with soap and running water.  Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.  Site team will be responsible for checking stocks of soap, hand drying facilities and sanitiser throughout each day. Staff to report any issues.  Share key messages of hand hygiene with parents / students.  Parents are more likely to see who they need to with an appointment. Volunteers are allowed to work in schools but must follow the risk assessment and covid rules. Parents on site MUST follow this risk assessment. If any visitor refuses to do this, they will be asked to leave immediately.  Upon entry and exit to the site – different entrances will be used to reduce congestion between year groups  **If a child is sent to school with covid symptoms, or sent when they should be isolating we will need to report this to Public Health England who may contact parents.**  Free resources are available, including materials to encourage good hand and respiratory hygiene via: [Information about the Coronavirus (e-bug.eu)](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)  **Use of personal protective equipment (PPE)**  Most staff in schools will not require PPE beyond what they would normally need for their work\*. Further guidance is available at: [Use of PPE in education, childcare and children’s social care - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) | All  CST/ TA  Staff as required  Site team  MBR  /KBO | From Aug 31st 2021  Aug 31st 2021 |  |  |  |  |
| COVID-19 transmission via the physical school environment or inadequate cleaning practices. | Employees, students, contractors and visitors may be exposed to COVID-19. | 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.  Refer to government guidance for managing playgrounds when using fixed play equipment, including;   * 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.   Prop doors open, where safe to do so (considering fire safety and safeguarding) and keep windows open to limit use of door handles and aid ventilation. Fire doors **MUST NOT** be propped open.  Bins for tissues to be emptied throughout the day.  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.  Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances. | L | M | M | Site team will be responsible for checking stocks cleaning products and resources are available.  Sufficient stock to be available.  Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:   * Fire risk * Impede emergency exit routes * Trip hazard.   Fire risk assessment amended accordingly to open doors and windows to increase ventilation and avoid people touching doors/handles. Windows and doors **MUST** be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).  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>  COSHH assessments for any new items being used in place.  All internal bins will be emptied by the site team during lunch break.  Students entering the canteen and serving areas use alcohol gel on entry and exit and wearing a face covering where possible.  Staff reminded of the need and importance of ventilation.  CEV staff may wish to take extra precautions to protect themselves in school. This must be agreed with SVE.  Any pre-existing measures already in place will remain and be reviewed by SVE half-termly or when new guidance is published. | EHe/ Site team  Site team  EHE  EHe  EHe/  RRi  MBR  SVE |  |  |  |  |  |
| Risk of transmission through inadequate ventilation | Employees, students, contractors and visitors may be exposed to COVID-19. | Mechanical ventilation systems should only use fresh air or should just be used for single rooms.  There should be no shared use across rooms of mechanical ventilation to prevent the virus spreading between rooms.  Natural ventilation should be used in every classroom during the day whether in use or not. A window should be used to allow a flow of air into the room. Staff are responsible for opening windows and allowing a good flow of air into each room. If monitors indicate high levels of Co2 (Poor) then staff will be advised to increase ventilation or the academy will make an adjustment to reduce the level to an acceptable standard (Normal to Good).  Where possible a door should also be opened to support the flow of air through the room. **This MUST NOT** be a fire door. Where Co2 levels are at their lowest at NCEA, a door has been open and at one large window wide.  In an emergency situation such as a fire or lockdown, staff are responsible for closing the windows and doors which are open.  External doors (except fire doors) may be used for ventilation. | M | M | M | Ventilation to be checked on a regular basis to ensure this is happening and all staff to be reminded in briefing and via email and other communication channels as required. The academy will test Co2 levels using government provided monitors.  Parents, students and staff advised to wear further under layers of clothing such as thick socks, vests or t-shirts under clothes to help stay warm. This is only required in the ‘winter months’ for example – November to March  Heating will be turned on for an increased amount of time to support a warm and comfortable environment.  Where possible, a higher- level window should be opened rather than a lower window to avoid draughts.  From 29th November 2021 until further notice, all assemblies will be remotely provided. One off events may be permitted if agreed by the Head Teacher.  Students are advised to wear under layers such as thick socks, vests or T-Shirts and the Academy will have heating turned up and on for longer to support student comfort and health due to cold air from required ventilation.  If you require any further support or guidance relating to ventilation in your school please contact Suzanne Smith (Compliance, Maintenance and Risk Manager) via: [suzanne.smith@nottscc.gov.uk](mailto:suzanne.smith@nottscc.gov.uk).  Additional guidance is also available at:   * [Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) * [CIBSE - Coronavirus COVID 19](https://www.cibse.org/coronavirus-covid-19) | RRi  EHE  MBR  All staff | Aug 31st 2021 |  |  |  |  |
| Symptomatic individuals attending school. | Individuals may be exposed to COVID-19. | Parents should be aware that children with any symptoms of covid-19 should not attend the school. |  |  |  | In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.  If a parent or carer insists on a pupil attending your school**, an academy can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.** Your decision would need to be carefully considered in light of all the circumstances and current public health advice.  This should be made with the consent of MBR, KBO or AHA. | MBR, KBO or AHA |  |  |  |  |  |
| Increased risk of exposure to COVID-19 during educational visits. | Individuals may be exposed to COVID-19. | All trips and visits must complete a thorough risk assessment and this must be checked and signed off and take into account covid-19 risk reduction measures.  Examples are available via Evolve system/NCC |  |  |  | NCEA should check to ensure that any new bookings have adequate financial protection in place.  From the start of the new school term, NCEA can go on international visits that have previously been deferred or postponed and organise new international visits for the future.  NCEA must be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved to amber or red. The travel lists may change during a visit and NCEA comply with international travel legislation and should have contingency plans in place to account for these changes.  NCEA should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers’ Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.  NCEA must undertake a full and thorough risk assessment in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.  General guidance about educational visits is available via: [Health and safety on educational visits - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits)  This is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP): [https://oeapng.info](https://oeapng.info/)  As of January 27th 2022, all staff and students may make their own decision whether to wear a face covering as it will no longer be recommended by the government. If visiting external places – all updated guidance from the government regarding face coverings should be followed. There are spares across site. Please ask for one if you wish to wear one at any time.  The governments list of countries with restrictions in place has been updated. This must be checked prior to any foreign visits planned. | AMd  KBO  RRi |  |  |  |  |  |
| Failure to manage and implement COVID-19 controls during wraparound provision and extra-curricular activity. | Individuals may be exposed to COVID-19. | Current hygiene measures are in place across the site which include wraparound and extra-curricular activity. |  |  |  | More information on planning extra-curricular provision can be found in the guidance: [Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)  A specific risk assessment must be completed for wraparound provision and extra-curricular activities outlining control measures to manage the risks associated with COVID-19. | KBO/DLL  Faculty/ Pastoral Leaders |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Students unable to understand or recognise the COVID-19 control measures. | Employees, students, contractors and visitors may be exposed to COVID-19. | Reinforce key messages throughout the school day and build into routine.  Build hand washing into the routine of the school day  Consistent reminders and positive reinforcement to students regarding key control measures;   * Cough / sneeze into tissue * Washing hands/Hand sanitiser | | L | M | L | | Consider implications on the behaviour policy and review as necessary.  PowerPoints and posters used across the site include hand hygiene and “Catch it, bin it, kill it”  Students have been instructed how to put on and remove a face covering. There is also a link in this risk assessment in the face coverings section if you are using one. National also sends out reminders.  Behaviour policy to be implemented where appropriate. | DLL  RRi/Rki |  |  |  |  |  |
| Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission. | Employees, students, 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 if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely. | | L | M | M | | Eddie Heath will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.  Eddie Heath/Rachael Richardson will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products. If there are any issues with ordering or stock levels, MITRE to be contacted and NCC at earliest point for immediate support.  Where there is an unmet urgent need for PPE please contact your local authority. Within Nottinghamshire please email [ppe@nottscc.gov.uk](mailto:ppe@nottscc.gov.uk) for assistance.  Instances of removing PPE, cleaning materials and hygiene products from the academy site by any person will be addressed using the academy/Trust disciplinary policy and procedures and treated as theft and risking harm to others.  Rachel Kirk will oversee the stock and equipment used in the on-site Covid-19 testing facility | EHe/Rki  RRi/EHe/  RKi  MBR/KBO/AHA  MBR/KBO/AHA  RKi |  |  |  |  |  |
| Risk of fire and delayed evacuation due to insufficient fire safety management. | Staff, students, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire. | Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.  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.  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).  Fire doors **MUST** not be propped open  Fire evacuation routes to be kept clear at all times.  Safe egress from the building **MUST** be considered during any reconfiguration of room layout / usage.  Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via emails, staff briefings etc..  Personal Emergency Evacuation Plans (PEEPs) **MUST** be reviewed to ensure support can be provided to staff and students. | | L | L | L | | Eddie Heath will be responsible for reviewing the fire risk assessment.  Rachael Richardson/Eddie Heath will be responsible for updating any fire evacuation routes.  Eddie Heath will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.  Site team will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.  CST will be responsible for reviewing student PEEPs regularly and amending support plans as required.  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>  Fire drill completed twice in first term including for first full week back. Lockdown practice completed also in first term.  Where products containing alcohol, such as hand sanitiser, are bought in bulk, the delivery should be stored securely and safely minimising risk of fire hazard.  Alcohol hand gel **MUST** not be kept in cars due to fire risk in hot temperatures. | EHe  RRi/EHe  EHe  Site team  CST/PMU  EHE Site Team |  |  |  |  |  |
| Inadequate first aid provision in school. | In the event of an accident, injury or emergency situation, staff, students and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment. | Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.  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, student numbers etc.  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.  Training issued and refreshed continually to first aiders.  First aid kits suitably stocked, located and checked routinely.  School awareness of method for contacting emergency services. | | L | L | L | | First aid risk assessment updated.  Staff who are first aid qualified to be identified and cross checked against daily rotas to ensure a first aider always present in school.  The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via:  <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>  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>  If the need for PPE/RPE is required, then guidance/explanation will be given 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@nottscc.gov.uk](mailto:hands@nottscc.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/coronavirus/ppe-face-masks/index.htm> | EHe  RRi |  |  |  |  |  |
| Staff experience violence, verbal abuse and aggression from parents / students / visitors / contractors / members of the public. | Staff and students may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur. | Adequate supervision and awareness of student behaviours at all times.  Staff received Coping with Risky Behaviours (CRB) training as necessary.  New reception area has been added in the last few months which means there is increased security for all on site community.  Parents/Visitors will only be permitted beyond reception with an appointment  Parents / visitors / members of the public informed that abusive behaviour will not be tolerated. | | L | M | M | | 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>  Leadership Team to be informed of any instances and the Police and further assistance used as required.  All calls will be recorded for training and monitoring purposes.  We expect all staff, parents and students to abide by this risk assessment, which follows government and Notts CC guidance, for the benefit of everyone on site. Individuals should not disregard this assessment or guidance due to personal opinion and should not display disagreement in an aggressive or abusive manner. The Academy will not debate over individual personal opinions in relation to this risk assessment or any government guidance it follows.  Following this assessment will reduce risk and keep our community safer. | MBR/SVE |  | Sept 2020 |  |  |  |
| 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*): Previous review complete.** | | | | | |
| **Assessors Signature:**  R Richardson / R Kirk | | | **Date: 27th January 2022** | | | | **Authorised By:** \\stbenfile3\CurricHome$\MBrailsford\My Pictures\Sig 2.jpg | | | **Date: 27th January 2022** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | | |

