


## COVID-19 School Risk Assessment

<b>Operations/Work Activities covered by this assessment:</b>	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
<b>Site Address/Location:</b>	Melton Vale Sixth Form College	<b>Department/Service/Team:</b>	Whole School
<b>Note:</b> A person specific assessment <b>MUST</b> be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1</i>	Who might be harmed and how <i>Step 2</i>	Existing Control Measures: <i>Step 3</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who <i>(Name)</i>	When <i>(Date)</i>	Complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
School failure to follow National Government Guidelines.	Employees, students, 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.	Green	Yellow	Green	Sam Newark, SBM will be responsible for checking government guidance daily. In their absence Julie Shaw, ASM will fulfil this role. Government COVID-19 guidance is available via; <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>	SN/JS	Daily AM		Green	Green	Green
		Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via staff briefings and/or email				Government guidance relating to schools and other educational settings is available via; <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>						
						Queries regarding COVID-19 in schools, other educational establishments and student's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 / <a href="mailto:dfecoronavirushelpline@education.gov.uk">dfecoronavirushelpline@education.gov.uk</a>						

	Changes to school arrangements will be communicated to parents via email.					SLT/ Admin	As required			
	Changes to pupil arrangements / requirements to be communicated via Teams and reinforced via SLT/Teachers.					SLT/ Teaching Staff	As required			
	Face Mask Policy in line with Government recommendation				<p><b>Face masks for staff</b></p> <p>From the 24th August, until further notice, all employees are now required to wear a face covering that covers their mouth and nose in the workplace, based on the guidance below.</p> <p>This mask requirement is primarily designed to reduce the risk of an infected adult spreading the virus amongst staff and students rather than protecting staff from the virus.</p> <p>Refer to:  <a href="#">COVIDHS1 Face Mask Policy</a>  <a href="#">COVIDHS2 Wearing Your Mask</a>  <a href="#">COVIDHS3 Mask Information and Care Guide</a>  <a href="#">WHO Video on wearing a face mask correctly</a></p> <p><b>Face masks for students</b></p> <p>From the 31st August all secondary students will be required to wear a face mask in the following areas:</p> <ul style="list-style-type: none"> <li>• corridors</li> <li>• communal indoor spaces</li> <li>• dining halls (when entering, queuing, and leaving).</li> <li>• during fire evacuations</li> <li>• any other area of the school where students may mix outside their bubble</li> </ul> <p>Students are not required to wear face masks:</p> <ul style="list-style-type: none"> <li>• during lessons</li> <li>• in outside spaces if they are contained within their bubble</li> <li>• whilst eating</li> </ul> <p>Students should wear face masks that comply with the following requirements:</p>	ALL	Ongoing			

					<ul style="list-style-type: none"> <li>covers nose and mouth</li> <li>does not have any offensive or contentious words, patterns or images printed on it</li> </ul> <p>Students should not wear face coverings of the following descriptions:</p> <ul style="list-style-type: none"> <li>Scarfs</li> <li>Bandanas</li> <li>the pulling up of coats, hoodies or other clothing over mouths and noses</li> </ul> <p>Refer to <a href="#">COVIDHS2 Wearing Your Mask</a>  <a href="#">COVIDHS3 Mask Information and Care Guide</a></p> <p><a href="#">WHO Video on wearing a face mask correctly</a></p>  <p>Prior to entering the college, put on your mask and sanitise your hands at the stations by the door.</p>					
Students identified as at increased risk and exposed to COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>From 1<sup>st</sup> August 2020 students who are deemed <b>extremely clinically vulnerable</b> can return to school.</p> <p>Identify students who are <b>clinically extremely vulnerable</b> and <b>clinically vulnerable</b>.</p> <p>Students who are <b>extremely clinically vulnerable</b> must take extra care to maintain social distancing and maintain good hand hygiene.</p>			<p>Government guidance on shielding and protecting people defined on medical grounds as <b>extremely vulnerable</b> is available via:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.  <a href="#">Public Health England Video donning and doffing PPE</a></p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at:  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at:</p>	KJ/NR	By 20 <sup>th</sup> August 2020	24 August 2020 KJ/NR		
						SN	By 25 <sup>th</sup> August 2020	24 August 2020 SN		

					<a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a>  <a href="#">HSE Video on face fit testing</a> <a href="#">WHO Video on wearing a face mask correctly</a>  Training videos to be kept in the shared area and info emailed to staff.						
		Kirstie Johnson/Natasha Roberts to communicate appropriately with their most vulnerable students 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.			Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).	KJ/NR	By 26 <sup>th</sup> August 2020	24 August 2020 SN			
					Risk assess individuals who are <b>clinically extremely vulnerable</b> and <b>clinically vulnerable</b> , and put appropriate measures in place to support those who are <b>clinically extremely vulnerable</b> to return to education whilst maintaining social distancing and good hand hygiene.  Students and staff need to be aware that we have some individuals in college who are <b>extremely clinically vulnerable</b> and will be keeping a 2 metre distance where they possible can.	KJ/NR/S N	By 26 <sup>th</sup> August 2020	26 August 20 SN			
Staff identified as at increased risk and exposed to COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	From 1 <sup>st</sup> August 2020 employees who are deemed <b>extremely clinically vulnerable</b> can return to the workplace.  Employees who are <b>extremely clinically vulnerable</b> must take extra care to maintain social distancing and maintain good hand hygiene.			Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>	ALL STAFF	Ongoing				

		<p>Identify staff who are <b>clinically extremely vulnerable</b> and <b>clinically vulnerable</b>.</p> <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 <b>MUST</b> be documented within an individual risk assessment (for example expectant mothers).</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.</p>				<p>Government guidance for staying alert and safe (social distancing) is available via: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p> <p>If an employee is deemed vulnerable requires additional risk controls, then a specific individual risk assessment <b>will</b> be completed by a suitably trained person.</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"> <li>• Age</li> <li>• Ethnicity</li> <li>• Sex</li> <li>• Underlying health conditions</li> <li>• Pregnancy</li> </ul> <p>Head Teachers <b>MUST</b> consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>All staff will be provided with the opportunity for a winter flu vaccine. SBM will provide further information as this becomes available.</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. <a href="#">See COVID HR1 Home Working Guide</a></p> <p>The requirement remains to complete a risk assessment for new and expectant mothers.</p> <p>Any individual risk assessments for staff <b>MUST</b> 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 <b>MUST</b> be reviewed by</p>	SLT/ HoF's/ SN	By 24 <sup>th</sup> August 2020  Additional ly as the need arises	27 August 2020 SN			
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					both the employee and manager regularly and updated to reflect any changes to arrangements.						
Individuals within the same household as staff or students symptomatic or confirmed case of COVID-19.	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.			NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a>  Refer to <a href="#">COVID HR4 Covid Symptoms</a>	ALL	Ongoing				
		S Newark, SBM to monitor staff absence related to COVID-19. Seek advice from your HR provision if required for staff absences.				SN	Ongoing				
Pupil displays symptoms of COVID-19 whilst at school.	Employees, students, contractors and visitors may be	Staff able to recognise key COVID-19 symptoms in students.			NHS guidance relating to coronavirus symptoms is available at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a>	ALL	Ongoing				

	<p>exposed to COVID-19.</p>	<p>The Government stay at home guidance <b>MUST</b> be followed if students become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough,</li> <li>• A high temperature, or;</li> <li>• A loss of or change in their normal sense of taste or smell (anosmia).</li> </ul> <p>Symptomatic child will be moved to MIR next to KIJ's office which is used as the isolation area until parent arrives for collection.</p> <p>Staff supervising students in isolation area <b>MUST</b> maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE <b>MUST</b> be worn.</p> <p>A suitable isolation area <b>MUST</b> be set up in school. 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 <b>MUST</b> be cleaned</p>			<p>Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic students / other individuals on inset day at the start of the new year.</p> <p>Staff must advise the School Business Manager when a case has is suspected, to ensure these procedures are followed.</p> <p>Parents provided with information about key symptoms via website and in opening email Informed of the requirement to keep students at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p>	SLT/SN	24 <sup>th</sup> August 2020	24 August2 020 SN			
					<p>If it is not possible to isolate individuals, they <b>MUST</b> be moved to an area which is at least 2m away from other people, this will be outside.</p> <p>When a child becomes unwell and a supervising distance of 2m can't be maintained within the isolation area, the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• A fluid-resistant surgical face mask</li> </ul> <p>If contact with the child is required, then the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable apron</li> <li>• Fluid-resistant surgical face mask.</li> </ul> <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE <b>MUST</b> be worn:</p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Disposable apron</li> <li>• Fluid-resistant surgical face mask</li> <li>• Eye protection (e.g. face visor or goggles)</li> </ul> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Further guidance is available via: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p><a href="#">Public Health England Video donning and doffing PPE</a></p>	ALL	Ongoing				

		<p>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 <b>MUST</b> be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases <b>MUST</b> be managed by:</p> <ul style="list-style-type: none"> <li>• Placing in a plastic rubbish bag – tied when full.</li> <li>• Plastic bag placed in a second bin bag and tied.</li> <li>• Bins <b>MUST</b> be emptied regularly throughout the day</li> <li>• Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> <li>• Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours.</li> </ul>				<p>Government guidance issued for Safe working in education, childcare and student’s social care settings, including the use of personal protective equipment (PPE) is available at:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-studentss-social-care/safe-working-in-education-childcare-and-studentss-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-studentss-social-care/safe-working-in-education-childcare-and-studentss-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at:  <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</a></p> <p><a href="#">HSE Video on face fit testing</a></p> <p>Staff who have supported unwell students / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Refer to staff information <a href="#">COVID HR4 Covid Symptoms</a></p> <p>Everyone <b>MUST</b> wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p>						
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		Follow NHS Test and Trace process				<p>S Newark, SBM will be responsible for setting up the isolation area. The following elements <b>MUST</b> be included (wherever possible);</p> <ul style="list-style-type: none"> <li>• A room with a door that can be closed</li> <li>• Supervision provided for pupil(s) in the isolation area.</li> <li>• Access to a separate bathroom (in case needed whilst awaiting collection).</li> <li>• An exit route – enabling symptomatic students to leave site with parents without re-entering the main school.</li> <li>• A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)).</li> <li>• Signage displayed to indicate the isolation area advising “no entry”.</li> <li>• A record <b>MUST</b> be kept of everyone the person has been in contact with and monitor for 14 days.</li> </ul>	SN	1 <sup>st</sup> July 2020	28 <sup>th</sup> May 2020 SN			
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					<p>Surface sanitiser in use is certified to protect against all enveloped viruses as defined in EN 14476:2013 + A2:2019 including all coronaviruses and SARS-CoV-2. Currently Eliminator Max has been supplied in every room. Cleaning gloves must be used when handling this product. The products must be stored in a locked area, or returned to Reception at the end of the day if no lockable storage facility is available in classrooms/offices. Staff may sanitise high contact surfaces however two day time cleaners will be employed to will sanitise at lesson change over, Daytime cleaning regimes will focus on cleaning communal touch points such as door handles, banister rails and hard surfaces. All toilets being regularly used by staff and students will also have touch points including toilet seats cleaned very hour. Eating areas and high traffic communal areas cleaned hourly/dependent on their use.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare settings will be followed. This is available via:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></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"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard</li> <li>• Away from students</li> </ul> <p>Following an outbreak electrostatic fogging will be undertaken throughout the building.</p>						
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<p>Staff displays symptoms of COVID-19 whilst at work in school.</p>	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance <b>MUST</b> be followed if staff become unwell with;</p> <ul style="list-style-type: none"> <li>• A new continuous cough,</li> <li>• A high temperature, or;</li> <li>• A loss of or change in their normal sense of taste or smell (anosmia).</li> </ul> <p>If staff feel unwell with the above symptoms during the school day they <b>MUST</b> 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. Staff and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Staff to be encouraged and advised to take up testing as soon as possible.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>				<p>NHS guidance relating to coronavirus symptoms is available at:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></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:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Staff who have supported colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p>Everyone <b>MUST</b> wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Refer to staff information <a href="#">COVID HR4 Covid Symptoms</a></p>	<p>ALL</p>	<p>Ongoing</p>				
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		<p>The area around the person with symptoms <b>MUST</b> 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 <b>MUST</b> be followed</p> <ul style="list-style-type: none"> <li>• throughout the day</li> <li>• Placed in a suitable and secure place and marked for storage until the individual test results are known.</li> <li>• Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours.</li> </ul> <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>Surface sanitiser in use is certified to protect against all enveloped viruses as defined in EN 14476:2013 + A2:2019 including all coronaviruses and SARS-CoV-2. Currently Eliminator Max has been supplied. Cleaning gloves must be used when handling this product. Basic training on the use of the product will be given to all staff. Staff are not obliged to clean workspaces, but can if they wish to. Staff may sanitise high contact surfaces however two day time cleaners will be employed to will sanitise at lesson change over. Daytime cleaning regimes will focus on cleaning communal touch points such as door handles, banister rails and hard surfaces. All toilets being regularly used by staff and students will also have touch points including toilet seats cleaned very hour. Eating areas and high traffic communal areas cleaned hourly/dependent on their use.</p> <p><a href="#">MV16 Cleaning products training video</a></p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></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"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard</li> <li>• Away from students</li> </ul>	Cleaners /ID	Ongoing				
Management of confirmed cases of COVID-19 amongst the school community.	Employees, students, 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</p>			<p>Contact information for local Public Health England health protection teams are available via: <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via inset training at the start of the year. Information in shared Covid response folder.</p>	SN	25 <sup>th</sup> August	24 August 2020 SN			

	<p>responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health protection team once aware of someone who has attended school has tested positive for COVID-19.</p> <p>The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 14 days.</p> <p>A record of students and staff in each group and any close contact that takes place between students and staff in different groups <b>MUST</b> 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 <b>MUST</b> not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence <b>MUST</b> not be</p>		<p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via newsletter, email at the start of the year, website notices.</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> <li>• Staff and students <b>MUST</b> not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>• Book a test if displaying symptoms via: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>. All students can be tested, including students under 5, but students aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> <li>• 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.</li> <li>• Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19.</li> </ul> <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>• <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>• Ordered by phone NHS 119 (for those without access to the internet).</li> </ul> <p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• A positive test result – follow the stay at home guidance and <b>MUST</b> 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.</li> </ul>			
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		<p>requested before admitting students 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>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> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual.</li> <li>• Travelling in a small vehicle with an infected person.</li> </ul> <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> <ul style="list-style-type: none"> <li>• An unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>• 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;</li> <li>• A worker dies as a result of occupational exposure to coronavirus.</li> </ul> <p>Before submitting the RIDDOR report please contact the H&amp;S Team for further advice and support via <a href="mailto:hands@nottssc.gov.uk">hands@nottssc.gov.uk</a>.</p> <p>Refer to staff information <a href="#">COVID HR4 Covid Symptoms</a></p> <p>Following an outbreak electrostatic fogging will be undertaken throughout the building.</p>					
Students / staff will transmit COVID-19.	Employees, students, contractors and visitors may be	Individuals (including staff, students, visitors, contractors etc.) <b>MUST</b> not come into school if they have COVID-19		All staff, students, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying, or use sanitiser where appropriate;	ALL	Ongoing			

	<p>exposed to COVID-19.</p>	<p>symptoms or have tested positive in the last 7 days.</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, students, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to students and others) to;</p> <ul style="list-style-type: none"> <li>• Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so.</li> <li>• Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands.</li> </ul> <p>Tissues provided in all rooms.</p> <p>Where a sink is not nearby, hand sanitiser may be used up to 3 times before hands must be washed. Serenity sanitising foam will be available throughout school with the addition of 70% alcohol based gel in at reception, and available to staff and students on request. MSDS sheet is available. Note: hand washing the preferred option as it is more effective than the use of hand gel.</p> <p>Non-alcohol foam hand</p>			<ul style="list-style-type: none"> <li>• Before leaving home</li> <li>• On arrival at school</li> <li>• After using the toilet</li> <li>• After breaks / sporting activities</li> <li>• When changing rooms</li> <li>• Before food preparation</li> <li>• Before and after eating any food (inc. snacks)</li> <li>• Before leaving school</li> </ul> <p>Ian Downing, PO/Daytime Cleaners will be responsible for emptying bins, checking stocks of soap, tissue and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / students. Posters displayed around college.</p> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>All students are Social distancing at MV16 will include;</p> <ul style="list-style-type: none"> <li>• Sitting students side by side at desks facing forward that are spaced apart</li> <li>• Staggering lunch times</li> <li>• Encouraging students to purchase break time food over during free periods not just break times.</li> <li>• Using signage to prevent close contact</li> <li>• Avoiding unnecessary staff and/or student gatherings.</li> <li>• One way system in place to be followed by all during the times that students are in the building.</li> </ul> <p>Social distancing signage displayed around college.</p> <p>Water Fountains are not to be used. Staff and students to bring in their own refreshments. Communal facilities are not to be used. Bottled water available at reception for emergency use. Applicable areas are cordoned off and signage displayed to reinforce this.</p>	<p>ID/Day time Cleaners</p>	<p>Ongoing</p>				
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		<p>sanitiser is freely available for student use.</p> <p>70% alcohol hand gel distributed in staff packs and at reception.</p> <p>Hand sanitiser should only be used 3 consecutive times, after which hand washing <b>MUST</b> take place. Note: hand washing the preferred option as it is more effective than the use of hand gel.</p> <p>Social distancing will be maintained wherever possible ensuring that staff and students are spaced apart at all times.</p>			<p>Government guidance for full opening: schools is available via:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Hand dryers are not to be used. Paper towels are available in every handwashing facility. Bins are placed nearby for disposal of paper towels.</p> <p>Toilet lids must be closed prior to flushing.</p> <p>Safety Data Sheets are available on the hygiene and cleaning products in use.</p> <p>Non-alcohol hand sanitising foam has been lab tested and evidence obtained to prove effectiveness against enveloped viruses BSEN14476.</p> <p>Refer to staff information <a href="#">COVID HR4 Covid Symptoms</a></p>					
Increased risk of transmission due to increased students / staff working in close proximity.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Social distancing <b>MUST</b> be maintained wherever possible ensuring that staff and students are spaced out at all times.</p> <p>Staff to self enforce 2m social distancing between each other and with students at all times.</p> <p>As we are including all year 12 and 13 in the bubble, strict distancing is not necessary however should be adhered to as far as possible.</p> <p>Plan the break/lunch times to limit</p> <p>Student/teacher meetings to take place in the canteen using desks that facilitate social distancing. Hand sanitiser</p>			Government guidance relating to implementing protective measures in education and childcare settings is available via: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	ALL	Ongoing			
					Queuing area demarcated in the canteen. Signage on tables to remind students not to overcrowd on seating. Open up the use of the performance area at break/lunch times. Staff on duty encourage students to disperse, use additional identified areas or go outside.	ID	24/08/2020	24 August 2020		
					A regular cleaning schedule is in place to sanitise contact surfaces at every group changeover, communal areas every hour. Daytime cleaning regimes will focus on cleaning communal touch points such as door handles, banister rails and hard surfaces. All toilets being regularly used by staff and students will also have touch points including toilet seats cleaned very hour. Contact surfaces to be wiped down with sanitising solution (BSEN1446:2013 +A2:2019). Staff have access to surface sanitiser if	ALL/ Cleaning Staff	Ongoing			



		<p>available in the canteen area during appointments.</p> <p>Support staff can use individual offices available if they wish.</p> <p>Staff and Students should wash their clothes after returning from college each day, if clothes are not washed, they must not be worn back to college again within 48 hours.</p> <p>Faculty bases are NOT to be used by groups of staff. Use the open spaces/class rooms as an alternative.</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 students 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>Adapt classrooms to support distancing where possible. Move unnecessary furniture out of classrooms to make more space.</p> <p>Students to be seated side by side facing forwards.</p>		<p>they wish to use it, or they can request that the cleaner disinfects the surfaces between each use. Protective gloves must be worn when using the hard surface sanitiser.</p>				
				<p>Room cleaning packs to be refreshed and redistributed to all rooms when in use. Basic training for all staff to be provided on the disinfection of surfaces.</p> <p>Cleaning staff to be trained on the appropriate measures for cleaning the building during Covid 19. Cleaning products must be locked away in classrooms/offices, or if a suitable place within classrooms cannot be identified please return them to Reception at the end of each day.</p> <p><a href="#">MV16 Cleaning products training video</a></p> <p>When Eliminator Max bottles require refilling staff can hand them to cleaning staff at the end of the week for refilling based on the dilution guidance, or more often if required.</p> <p>Windows to be open as much as possible, closed at the end of the day. Ventilation increased throughout the school. Please close these at the end of the day.</p> <p>Staff should maintain a 2m distance from each other, and from students wherever possible. This will not always be feasible (particularly with younger students or students with complex needs), however, adults <b>MUST</b> 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 students should be supported to maintain distance and not touch staff and their peers where possible.</p>	<p>JH/ID/S C/SN</p>	<p>Friday 17<sup>th</sup> August</p>	<p>17 August 2020</p>	

		Desks are spaced as far apart as possible (wherever possible 2m apart).			<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"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> </ul> <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>					
COVID-19 transmission via the physical school environment.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Cleaning regime implemented to provide extra attention to hand contact points, surfaces and toilet spaces are cleaned hourly throughout the school day. Contact surface (desks, chairs etc) to be sanitised at every lesson changeover.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors <b>MUST</b> not be propped open.</p> <p>Interim cleaning during the school day of hand contact points.</p> <p>If physical resources are used, 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>S Newark, SBM and I Downing, PO will be responsible for checking stocks of cleaning products and resources are available.</p> <p>Surface sanitiser in use is certified to protect against all enveloped viruses as defined in EN 14476:2013 + A2:2019 including all coronaviruses and SARS-CoV-2. Currently Eliminator Max has been supplied. Cleaning gloves must be used when handling this product. Basic training on the use of the product will be given to all staff. Staff are not obliged to clean workspaces, but can if they wish to. Staff may sanitise high contact surfaces however two day time cleaners will be employed to will sanitise at lesson change over. Daytime cleaning regimes will focus on cleaning communal touch points such as door handles, banister rails and hard surfaces. Daytime cleaning regimes will focus on cleaning communal touch points such as door handles, banister rails and hard surfaces. All toilets being regularly used by staff and students will also have touch points including toilet seats cleaned very hour. Eating areas and high traffic communal areas cleaned hourly/dependent on their use.</p> <p><a href="#">MV16 Cleaning products training video</a></p>	SN/ID	Ongoing			

		<p>The risks from any hazardous substances used for cleaning <b>MUST</b> 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>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></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"> <li>• Fire risk</li> <li>• Impede emergency exit routes</li> <li>• Trip hazard.</li> </ul> <p>The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at:  <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh</a></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>Actions above are also relevant here.</p>	SN	24 <sup>th</sup> August	24 August 2020			
Risk of transmission due to contact activities.	Employees, students, 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>Timetable blocked for double lessons as far as possible in order to limit interactions/movement.</p> <p>Specific consideration <b>MUST</b> be given to the effect of school</p>			<p>No shared bottles or cups are to be used for either staff or students.</p> <p>Staff may bring flasks, bottles, cups and cutlery and their own food, but they must take home all items for cleaning.</p> <p>Use digital learning resources where ever possible. Repro work to be collected a minimum of 48 hours after SC has notified you that printing is ready.</p> <p>Interactions between colleagues should be electronic/phone based as far as practicable.</p> <p>If you use kitchen/refreshment facilities staff must sanitise contact points afterwards. Only one staff member in communal kitchen space at a time. Wash hands before and after use. Staff to bring your own</p>	ALL	Ongoing				

		<p>closures and working within D&amp;T and Science.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups and cutlery. Keep one identified for each member of staff and be personally responsible for washing it at the end of the day. It is preferred that these are brought in from and taken home again at the end of the day.</p> <p>Staff and students to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>Classroom resources 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>Students to work in as small groups as possible.</p>				<p>cup and be responsible for washing it or taking it home at the end of the day.</p> <p>Students 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>Limit the number of classrooms to be used as far as possible. Furniture arranged to facilitate distancing. Cleaning schedule in place for these rooms, toilets and contact points throughout the day.</p>							
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		<p>Students should work outside as often as this is possible.</p> <p>When working inside, students should be in groups, in well ventilated areas (e.g. with windows / outside doors open) and follow social distancing guidance wherever possible.</p>								
Large groups congregating making social distancing difficult.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for parents to drop off / collect students to be reviewed to enable social distancing (between parents and students).</p> <p>Parents / Carers advised only one individual to accompany students 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 <b>MUST</b> be reviewed to enable social distancing (e.g. stagger timings).</p> <p>Arrangements for the movement of students around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p> <p>One-way circulation around the building.</p>			<p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via email, teams, website. This information to be provided to parents prior to school reoccupation.</p> <p>Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.</p>	SLT	24 <sup>th</sup> August 2020	24 August 2020		

		<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. Staff welfare areas to be accessed one at a time. Staff must use classrooms to work in where possible as departmental bases can't support social distancing.</p>								
Risk of transmission whilst using school transport.	Employees, students, 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 students 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>Students (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</p>			<p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <ul style="list-style-type: none"> <li>• Encourage parents, students and young people to walk or cycle to their education setting where possible.</li> <li>• Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19</li> <li>• Transport providers follow hygiene rules and try to keep a distance from their passengers</li> <li>• Take appropriate action to reduce risk if hygiene rules and social distancing is not possible (e.g. transporting students and young people with complex needs who need support to access vehicle / fasten seatbelts).</li> </ul> <p><b>Face masks for students</b></p> <p>From the 31st August all secondary students will be required to wear a face mask in the following areas:</p> <ul style="list-style-type: none"> <li>• corridors</li> <li>• communal indoor spaces</li> <li>• dining halls (when entering, queuing, and leaving).</li> <li>• during fire evacuations</li> <li>• any other area of the school where students may mix outside their bubble</li> </ul> <p>Students are not required to wear face masks:</p> <ul style="list-style-type: none"> <li>• during lessons</li> </ul>	SN	26/08/2020	26 August 2020		

		<p>their group or who they do not normally meet.</p>			<ul style="list-style-type: none"> <li>• in outside spaces if they are contained within their bubble</li> <li>• whilst eating</li> </ul> <p>Students should wear face masks that comply with the following requirements:</p> <ul style="list-style-type: none"> <li>• covers nose and mouth</li> <li>• does not have any offensive or contentious words, patterns or images printed on it</li> </ul> <p>Students should not wear face coverings of the following descriptions:</p> <ul style="list-style-type: none"> <li>• Scarfs</li> <li>• Bandanas</li> <li>• the pulling up of coats, hoodies or other clothing over mouths and noses</li> </ul> <p>Refer to <a href="#">COVIDHS2 Wearing Your Mask</a></p> <p>Reusable face coverings need to be placed in a zip lock bag (available at reception) then into your pocket or bag when not in use.</p> <p>There will be a supply of single use face masks at reception for students who have forgotten theirs. Arrangements can be made to support students who may struggle to access face masks.</p>					
<p>Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.</p>	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Local supply chains <b>MUST</b> be used to source PPE, cleaning materials and hygiene products.</p>			<p>S Newark, SBM/I Downing, PO will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>S Newark, SBM will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p>	SN/ID	Ongoing			


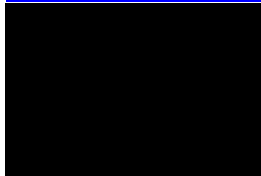
		Assurance of a secure supply chain to be in place for essential supplies prior to reopening.				Products initially supplied by Nova for reopening. Currently we have good stock levels. Review weekly.  SN to contact current local providers and source ongoing supplies that meet the required standard.	SN	May	21 <sup>st</sup> May			
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, students, contractors and visitors may be exposed to COVID-19.	Avoid and discourage any unnecessary visitors to site.  Review reception area of school, including; <ul style="list-style-type: none"> <li>• Method of signing in</li> <li>• Signage on intercom to not use</li> <li>• Maintenance of safeguarding controls / security</li> <li>• Physical barrier to protect those working in reception</li> <li>• Social distancing signage</li> <li>• Signage on gate / door advising of procedures</li> <li>• Frequent cleaning regime of hand contact points</li> <li>• Hand sanitisers available</li> </ul> Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.				J Heaver, Receptionist to review and implement adaptations to reception area.	JH	2 <sup>nd</sup> June	2 <sup>nd</sup> June			





		<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>Signing in procedures to include the contact details of individual for NHS Test and Trace purposes.</p>				S Newark, SBM/I Downing, PO to advise contractors of arrangements upon booking.	SN/ID	Ongoing			
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.	<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) <b>MUST</b> be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p><b>Fire doors MUST NOT</b> be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building <b>MUST</b> be considered during</p>				<p>S Newark, SBM will be responsible for reviewing the fire risk assessment.</p> <p>S Newark, SBM will be responsible for updating any fire evacuation routes.</p> <p>I Downing, Premises Officer will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>I Downing, Premises Officer will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>S Newark, SBM 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:  <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety</a></p>	SN/ID	24 <sup>th</sup> August	24 <sup>th</sup> August 2020		

		<p>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/at inset.</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) <b>MUST</b> be reviewed to ensure support can be provided to staff and students.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel <b>MUST</b> 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, students and visitors may suffer as a result of inadequate first aid provision or	<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</p>			<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: <a href="https://www.hse.gov.uk/pubns/books/174.htm">https://www.hse.gov.uk/pubns/books/174.htm</a></p> <p>2 x first aid trained Support staff are in the building from 8-4.30pm. In addition to other first aiders at other times. Staff who are due to review their training are permitted an extensions on their current certificate until 20<sup>th</sup> September 20.</p>	SN	Ongoing			

	<p>incorrect first aid treatment.</p>	<p>following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>			<p>The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via:  <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via:  <a href="https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment">https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</a></p> <p>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&amp;S Team for assistance at <a href="mailto:hands@nottscc.gov.uk">hands@nottscc.gov.uk</a>.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at:  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe">https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</a></p> <p>HSE guidance related to COVID-19 and face-fit testing is available at:  <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p><a href="#">HSE Video on face fit testing</a></p> <p><a href="#">Public Health England Video donning and doffing PPE</a></p>						
<p>Staff experience violence, verbal abuse and aggression from parents / students / visitors / contractors / members of the public.</p>	<p>Staff and students may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur.</p>	<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 students reporting procedures and designated safeguarding officer.</p>			<p>All incidents where staff experience violence, verbal abuse or aggression <b>MUST</b> be reported on Wellworker as “physical violence” or “verbal abuse or threat”. Wellworker can be accessed via:  <a href="https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true">https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&amp;CountrySet=true</a></p>	<p>ALL</p>	<p>Ongoing</p>				

		Parents / visitors / members of the public informed that abusive behaviour will not be tolerated.									
Use of hand sanitising products	<p>Employees, pupils, contractors and visitors will be required to use such products.</p> <p>Harm may come from overuse, ingestion, contact with eyes inhalation or dermatological responses</p>	<p>Guidance provided on use of hand sanitisers by or near hand sanitiser stations.</p> <p>Guidance provided to students through tutors.</p> <p>Staff awareness of hand sanitiser management</p> <p>Everyone is advised that handwashing is preferable. Sanitiser should only be used where facilities aren't accessible.</p> <p>Data sheets available to all staff Data sheets kept in shared Covid folder <a href="#">here</a>.</p> <p>We have both 70% alcohol solution and non alcohol foam available for use. <a href="#">Efficacy data can be found here</a>.</p> <p>Student aged between 16-18 therefore risk of ingestion and misuse is reduced.</p>				<p>Training and signage should be in place and have been seen and accessed by all pupils, staff and visitors</p> <p><a href="#">WHO Handrub Video – Guidance for Staff, Students</a></p>  <p>Products to be stored in locked cupboard when not in use, or if a suitable place within classrooms cannot be identified please return them to Reception at the end of each day. Do not store alcohol product in direct sunlight.</p> <p>Follow MSDS information in the case of dermatological response.</p>	S Newark	24/08/20	24/08/20		
Use of face-masks	<p>Employees, pupils, contractors and visitors will be required to use face coverings.</p> <p>Harm may be caused by ineffective use of masks, ineffective procedures for putting on and</p>	<p>Students and staff have been trained in the use of masks including how to wear a mask and how to put on a mask.</p> <p>Staff have also been trained in dealing with mask use sensitively and looking out for distress and concern amongst all mask wearers</p>				<p>Regular engagement with students on their experiences wearing masks through tutors and other pastoral and curriculum staff.</p> <p><a href="#">WHO Video on wearing a face mask correctly</a></p>  <p>Support available if concerns raised.</p>	ALL	Ongoing			

	taking off masks, emotional responses to wearing a mask	Some individuals may not be able to wear masks due to medical conditions. This will be covered in their own individual Covid risk assessment.  Whilst masks are preferable, visors are available in college as an alternative in some cases.  <a href="#">Face Mask Policy for students</a>				Refer to <a href="#">COVIDHS2 Wearing Your Mask</a> <a href="#">COVIDHS3 Mask Information and Care Guide</a>  A clean mask must be worn each day. Clean masks need to be stored in a clean plastic container or new plastic bag.  Between uses masks should be put away, ideally stored in a sealed plastic bag.  After putting your mask on or taking it off you need to wash your hands, or use sanitiser if hot soap and water is not available.						
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							<b>Review Date (Step 5): weekly from 1<sup>st</sup> September</b>					
Assessors Signature: 			Date: 28/05/2020 Updated 15/06/2020 Updated 22/06/2020 Updated 10/08/2020 Updated 03/09/2020 Updated 10/09/2020		Authorised By: 			Date: 28/05/2020				

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 <b>(The event is unlikely to happen)</b>	Medium <b>(It is fairly likely it will happen)</b>	High <b>(It is likely to happen)</b>
Likelihood of Harm Occurring		

Risk Definitions	
<b>Low</b>	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
<b>Medium</b>	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.
<b>High</b>	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 <b>MUST</b> have a written method statement/safe system of work and arrangements <b>MUST</b> be made to ensure that the controls are maintained and monitored for adequacy.