



COVID-19 School Risk Assessment

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		Updated for start Spring Term 2022
Site Address/Location:	Melton Vale Sixth Form College	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	Who might be harmed and how Step 2	Existing Control Measures: Step 3	Risk Rating			Further action Step 3 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
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; https://www.gov.uk/coronavirus Sam Newark (SBM) appointed as Designated Covid Officer to ensure procedural compliance in college and report to central H & S team.	SN/JS	Daily AM	Ongoing	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	Green	Yellow	Green	Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-othereducational-settings 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/ dfecoronavirushelpline@education.gov.uk	SLT	As required	Ongoing	Green	Green	Green
		Changes to school arrangements will be communicated to parents via email.	Green	Yellow	Green		SLT/ Admin	As required	Ongoing	Green	Green	Green

		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>Face masks for ALL</p> <p>From Sunday 2 January, it is recommended that face coverings are worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school this term and builds on the existing proportionate guidance that recommends face coverings for all adults in communal areas of all settings. Face coverings in classrooms will be in place until Wednesday 26 January, when Plan B regulations are currently scheduled to expire, at which point it will be reviewed.</p>	ALL	Ongoing			

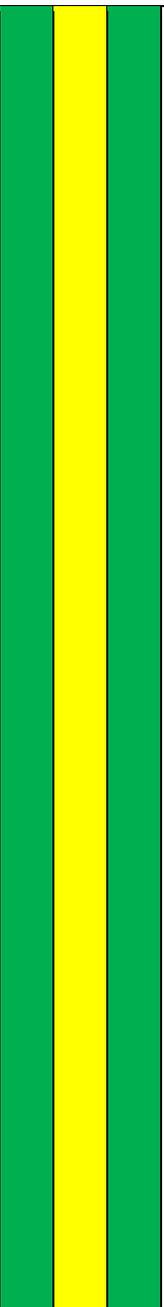
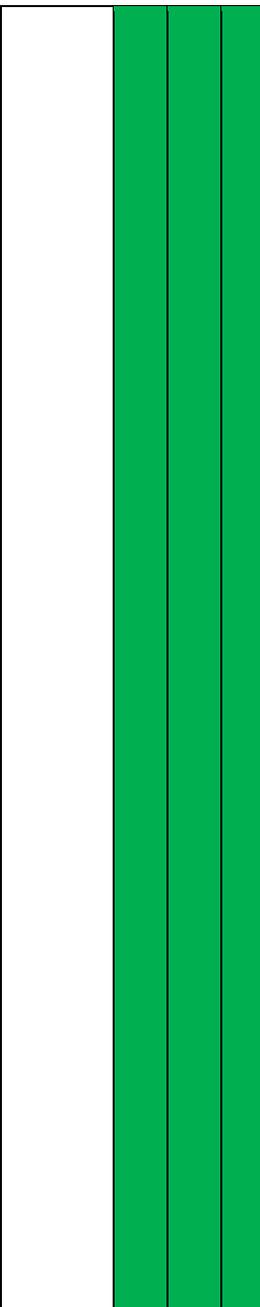
Individuals within the same household as staff or students symptomatic or confirmed case of COVID-19.	Employees, students, contractors and visitors may be exposed to COVID-19.	Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.				NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/	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: https://www.nhs.uk/conditions/coronavirus-covid19/symptoms/	ALL	Ongoing			

	<p>exposed to COVID-19.</p>	<p>The Government stay at home guidance MUST be followed if students become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; • A loss of or change in their normal sense of taste or smell (anosmia). <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 MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE MUST be worn.</p> <p>A suitable isolation area MUST be set up in school. Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the pupil with symptoms MUST be cleaned</p>				<p>Staff to be informed of the key symptoms of COVID19 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 th August 2020	24 August 2020 SN plus ongoing			
						<p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people, 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 MUST be worn:</p> <ul style="list-style-type: none"> • A fluid-resistant surgical face mask <p>If contact with the child is required, then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable apron • Fluid-resistant surgical face mask. <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable apron • Fluid-resistant surgical face mask • Eye protection (e.g. face visor or goggles) <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Further guidance is available via: https://www.gov.uk/government/publications/covid19-personal-protective-equipment-use-for-nonaerosol-generating-procedures</p> <p>Public Health England Video donning and doffing PPE</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 nonhealthcare settings MUST be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day • Waste (tied and bagged) should then be marked with a time and date can be placed in the compound until 72 hours have passed then it should be placed in the general waste bin. 				<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: https://www.gov.uk/government/publications/safeworking-in-education-childcare-and-students-social-care/safe-working-in-education-childcare-and-students-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/coronavirus/ppe-facemasks/index.htm</p> <p>HSE Video on face fit testing</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 COVID HR4 Covid Symptoms</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p>						
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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 MUST be included (wherever possible);</p> <ul style="list-style-type: none"> • A room with a door that can be closed • Supervision provided for pupil(s) in the isolation area. • Access to a separate bathroom (in case needed whilst awaiting collection). • An exit route – enabling symptomatic students to leave site with parents without re-entering the main school. • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage displayed to indicate the isolation area advising “no entry”. • A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. 	SN	1 st July 2020	28 th 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 the day time cleaner 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 at least twice per day. Eating areas and high traffic communal areas cleaned hourly/dependent on their use.</p> <p>Cleaning regimes remain in place until October half term and will then be reviewed.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare settings will be followed. This is available via: https://www.gov.uk/government/publications/covid19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard • Away from students <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 MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; • A loss of or change in their normal sense of taste or smell (anosmia). <p>If staff feel unwell with the above symptoms during the school day they MUST go home.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided. 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: https://www.nhs.uk/conditions/coronavirus-covid19/</p> <p>Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. If the test is negative, self isolation can end. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>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 MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p>	<p>ALL</p>	<p>Ongoing</p>	
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		<p>The area around the person with symptoms MUST be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning nonhealthcare settings MUST be followed</p> <ul style="list-style-type: none"> throughout the day Placed in a suitable and secure place and marked for storage until the individual test results are known. Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours. <p>Follow NHS Test and Trace process.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>		<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 at least twice per day. Eating areas and high traffic communal areas cleaned hourly/dependent on their use.</p> <p>MV16 Cleaning products training video</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> Fire risk Impede emergency exit routes Trip hazard Away from students 	Cleaners /ID	Ongoing			
Management of confirmed cases of COVID-19 amongst the school community.	Employees, students, contractors and visitors may be exposed to COVID19.	<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: https://www.gov.uk/guidance/contacts-phe-healthprotection-teams</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 th August	24 August 2020 SN and ongoing		

		<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>Staff and pupils with a positive LFD test result should self-isolate and undertake a PCR test. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil / staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Schools are no longer required to undertake contact tracing. All contact tracing will be done by NHS test and trace.</p> <p>On 16 August, the rules on self-isolating as a contact will change for people who are fully vaccinated[footnote 2], and for under 18s. Those not fully vaccinated will still need to isolate if they are contacts, and everyone will still have to isolate if they test positive, to protect themselves and others.</p> <p>The names or details of people with COVID-19 MUST not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be</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"> • Staff and students MUST not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. • Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronavirus-covid19-getting-tested. 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. • Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. • Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> • https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ • https://www.gov.uk/guidance/coronavirus-covid19-getting-tested • Ordered by phone NHS 119 (for those without access to the internet). <p>On receiving test results the following action must be taken: A negative test result – Staff and pupils with a positive LFD test result should self-isolate and undertake a PCR test. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil / staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <ul style="list-style-type: none"> • A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 10 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. 				
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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 10 days.</p> <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <ul style="list-style-type: none"> • An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. • A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or; • A worker dies as a result of occupational exposure to coronavirus. <p>Before submitting the RIDDOR report please contact the H&S Team for further advice and support via hands@nottscc.gov.uk.</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.) MUST 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 COVID19.</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"> • 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. <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 sanitiser is freely available for student use. 70% alcohol hand gel distributed in staff packs and at reception.</p>				<ul style="list-style-type: none"> • Before leaving home • On arrival at school • After using the toilet • After breaks / sporting activities • When changing rooms • Before food preparation • Before and after eating any food (inc. snacks) • Before leaving school <p>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: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Social distancing is no longer within the systems of control.</p> <p>The water fountains can only be used for filling bottles, not for direct drinking. Disposable cups are available at reception for those without a bottle.</p>	<p>ID/Day time Cleaners</p>	<p>Ongoing</p>				
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		Hand sanitiser should only be used 3 consecutive times, after which hand washing MUST take place. Note: hand washing the preferred option as it is more effective than the use of hand gel.		<p>Government guidance for full opening; schools is available via: https://www.gov.uk/government/publications/action-s-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools</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>				
Increased risk of transmission due to increased students / staff working in close proximity.	Employees, students, contractors and visitors may be exposed to COVID19.		Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	ALL	Ongoing			
			A regular cleaning schedule is in place to sanitise contact surfaces at every group changeover, communal areas at least twice per day. 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 at least twice per day. 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>Schools should continue with seating plans (both pre and post Step 4) in support of the Test and Trace process in the unlikely event they are contacted to support identifying close contacts.</p>			<p>they wish to use it, or they can request that the cleaner disinfects the surfaces between each group. 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>MV16 Cleaning products training video</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>We now know that well ventilated areas are key to reducing the transmission of the virus. Ventilation will be managed in line with HSE guidance https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</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>JH/ID/S C/SN</p>	<p>Friday 17th August</p>	<p>17 August 2020 SN ongoing</p>	

COVID-19 transmission via the physical school environment.	Employees, students, contractors and visitors may be exposed to COVID19.	<p>Cleaning regime implemented to provide extra attention to hand contact points, surfaces and toilet spaces are cleaned at least twice 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 MUST 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. All toilets being regularly used by staff and students will also have touch points including toilet seats cleaned at least twice per day. Eating areas and high traffic communal areas cleaned hourly/dependent on their use.</p> <p>MV16 Cleaning products training video</p> <p>We now know that well ventilated areas are key to reducing the transmission of the virus.</p> <p>Ventilation will be managed in line with HSE guidance https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p>	SN/ID	Ongoing			

				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.					
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		<p>The risks from any hazardous substances used for cleaning MUST be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p>		<p>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/covid19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. <p>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-fileyellow-folder/15-hazardous-substances-coshh</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 th August	24 August 2020		
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Risk of transmission due to contact activities.	Employees, students, contractors and visitors may be exposed to COVID19.	<p>Timetable blocked for double lessons as far as possible in order to limit interactions/movement.</p> <p>Specific consideration MUST be given to the effect of school</p>				Interactions between colleagues should be electronic/phone based as far as practicable.	ALL	Ongoing				
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losures and working within D&T and Science.

Avoid shaking hands with colleagues and visitors.

Classroom resources can be used and shared within a group. These should be cleaned regularly.

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>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>							
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Risk of transmission whilst using school transport.	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Hand sanitiser to be used</p> <p>Vehicles to be subject to increased cleaning between uses of different groups</p> <p>As at Step 4 and from September 2021 onwards, pupils and staff should be allowed to use their own discretion in relation to whether they wish to wear a face covering on either school or public transport.</p>			<p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19safer-travel-guidance-for-passengers</p> <ul style="list-style-type: none"> • Encourage parents, students and young people to walk or cycle to their education setting where possible. • Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19 • Transport providers follow hygiene rules • 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). <p>Face masks for students It is recommended students and staff wear face coverings on public transport. There is a supply of reusable, and disposable face masks at reception.</p>	SN	26/08/2020	26 August 2020	
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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.				S Newark, SBM/I Downing, PO will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day. S Newark, SBM will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.	SN/ID	Ongoing			
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		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 st May		
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Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, students, contractors and visitors may be exposed to COVID-19.	<ul style="list-style-type: none"> Frequent cleaning regime of hand contact points Hand sanitisers available <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p>				S Newark to ensure arrangements in place at front of house. Make this risk assessment available on MV website to ensure visitors have up to date information on our Covid protocols.	SN	23/08/2021	23/08/2021		
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		<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			
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<p>Risk of fire and delayed evacuation due to insufficient fire safety management.</p>	<p>Staff, students, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.</p>	<p>Review the fire risk assessment to consider any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors MUST NOT be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during</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: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-fileyellow-folder/9-fire-safety</p>	<p>SN/ID</p>	<p>24th August</p>	<p>24th August 2020</p>			
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		<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>Fire drill to be completed on first day of re-occupation and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and students.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>Alcohol hand gel MUST not be kept in cars due to fire risk in hot temperatures.</p>								
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, 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: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>2 x first aid trained support staff are in the building from 8-4.30pm. In addition to other emergency and full first aiders at for the core section of the college day.</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 (COVID19) outbreak, available via: https://www.hse.gov.uk/coronavirus/first-aid-andmedical/first-aid-certificate-coronavirus.htm</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&S Team for assistance at hands@nottsc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpe/coronavirus.htm</p> <p>HSE Video on face fit testing</p> <p>Public Health England Video donning and doffing PPE</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 MUST be reported on Wellworker as "physical violence" or "verbal abuse or threat". Wellworker can be accessed via: https://nottsc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true</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 here.</p> <p>We have both 70% alcohol solution and non-alcohol foam available for use. Efficacy data can be found here.</p> <p>Students are 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>WHO Hand rub Video – Guidance for Staff, Students</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 August 20 SN	24 August 20 SN		
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 taking off masks, emotional responses to wearing a mask/</p>	<p>As at Step 4 and from September 2021 onwards, pupils and staff should be allowed to use their own discretion in relation to whether they wish to wear a face covering on either school or public transport.</p>				ALL	Ongoing			

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): monthly or as needed

Related documentation

RA - Asymptomatic Testing of Students and Staff in College January 2021

<p>Assessors Signature: </p>	<p>Date: 28/05/2020 Updated 15/06/2020 Updated 22/06/2020 Updated 10/08/2020 Updated 03/09/2020 Updated 10/09/2020 Updated 02/10/2020 Updated 08/12/2020 Updated 06/03/2021 Updated 31/03/2021 Updated 24/05/2021 Updated 12/08/2021 Updated 03/01/2022</p>	<p>Authorised By: </p>	<p>Date: 28/05/2020 Updated 15/06/2020 Updated 22/06/2020 Updated 10/08/2020 Updated 03/09/2020 Updated 10/09/2020 Updated 02/10/2020 Updated 08/12/2020 Updated 06/03/2021 Updated 31/03/2021 Updated 24/05/2021 Updated 12/08/2021 Updated 03/01/2022</p>
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Potential Severity	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
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	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.

High

Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category **MUST** have a written method statement/safe system of work and arrangements **MUST** be made to ensure that the controls are maintained and monitored for adequacy.