

COVID-19 School Risk Assessment (Updated March 2021 based on most current guidance)

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| Operations/Work Activities covered by this assessment: | COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS | | |
| Site Address/Location: | Birklands Primary School | Department/Service/Team: | Whole School |
| Note: A person specific assessment MUST be carried out for critically vulnerable and pregnant women | | | |

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| School failure to follow National Government Guidelines. | Employees, pupils, contractors and visitors may be exposed to COVID-19 and new variants | <p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via staff meetings, email</p> <p>Changes to school arrangements will be communicated to parents via text, phone calls (if urgent</p> | | | | <p>Head of School, Celia Smith and designated COVID officer, Jo Hughes, will be responsible for checking government guidance. In their absence Michael Cohen ,as AHT will fulfil this role</p> <p>Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 / dfecoronavirushelpline@education.gov.uk</p> | HoS/ DCO | On-going | | | | | | |

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| | | changes) and newsletter (if not urgent) Changes to pupil arrangements / requirements to be communicated and reinforced via Head of School and teachers | | | | | | | | | | |
| Pupils identified as at increased risk and exposed to COVID-19 and new variants | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans. Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only. Updated health care plans to be signed by parent / carer. | | | | Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm | HoS/ DCO | On-going | | | | |
| Staff identified as at increased risk and exposed to COVID-19. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Line Managers to discuss medical needs disclosed by staff, who feel they are vulnerable to new variants and support mechanisms implemented. Arrangements implemented to support additional needs of staff attending school MUST be documented within an individual risk assessment (for example expectant mothers). | | | | If an employee is deemed vulnerable is and requires additional risk controls, then a specific individual risk assessment MUST be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process. Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act. 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. | HoS/ DCO | On-going | | | | |

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| | | | | | | <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p> | | | | | | |
| Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>All staff to follow the most up-to-date guidance and the law (see summary overview for details)</p> <p>Head of School (Celia Smith) and DCO/SBM (Jo Hughes) to monitor staff absence related to COVID-19. HR to be updated, as outlined in COVID/HR/4</p> <p>Seek advice from NOVA HR provision if required for staff absences.</p> | | | | <p>NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</p> | HoS/DCO | On-going | | | | |
| Pupil displays symptoms of COVID-19 whilst at school. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>Staff able to recognise key COVID-19 symptoms in pupils.</p> <p>The latest guidance and law MUST be followed if pupils become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; | | | | <p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via staff meetings, briefings from the Head of School</p> <p>Parents provided with information about key symptoms via newsletter. Informed of the</p> | HoS/DCO | On-going | | | | |

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| | | <ul style="list-style-type: none"> A loss of or change in their normal sense of taste or smell (anosmia). <p>Symptomatic child will be moved to the Medical Isolation Room (former Head's office) which is used as the isolation area until parent arrives for collection.</p> <p>Staff supervising pupils in isolation area MUST maintain a distance of 2m.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the pupil with symptoms MUST be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance</p> | | | | <p>requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p> <p>Head of School (Celia Smith) and CDO/SBM (Jo Hughes) will be responsible for setting up the isolation area.</p> <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>Government guidance issued for Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) is available at: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-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-face-masks/index.htm</p> <p>Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (or they have been requested to by NHS Test and Trace.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:</p> | | | | | | |

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| | | <p>for cleaning non-healthcare settings MUST be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed in a safe manner</p> <p>Follow NHS Test and Trace process.</p> | | | | <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard • Away from pupils | | | | | | |
| Staff displays symptoms of COVID-19 whilst at work in school. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>Procedures outlined in the most current guidance must be followed, along with the statements within the law.</p> <p>If staff feel unwell with the above symptoms during the school day they MUST go home and book a test. They must stay at home until the outcome of the test is known.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>The area around the person with symptoms MUST be cleaned with disinfectant after they have left to reduce</p> | | | | <p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Symptomatic individuals must self-isolate for at least 10 days or until the outcome from a COVID test are known. 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>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> | HoS/DCO | On-going | | | | |

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| | | <p>the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings MUST be followed.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed</p> <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> | | | | | | | | | | |
| Management of confirmed cases of COVID-19 amongst the school community. | Employees, pupils, contractors, and visitors may be exposed to COVID-19. | <p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health</p> | | | | <p>Contact information for local Public Health England health protection teams are available via: https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Staff to follow NHS Test and Trace directions and process.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via newsletter and guidance sheet.</p> <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-covid-19-getting-tested | HoS/DCO | On-going | | | | |

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| | | <p>protection team once aware of someone who has attended school has tested positive for COVID-19.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups MUST be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</p> <p>The names or details of people with COVID-19 MUST not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before admitting children or welcoming them back after a period of self-isolation.</p> <p>If five or more confirmed cases are received within 10 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> | | | | <ul style="list-style-type: none"> Ordered by phone NHS 119 (for those without access to the internet). <p>On receiving test results the instructions from Trace and Trace should be followed, by law.</p> | | | | | | |

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| Pupils / staff will transmit COVID-19. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>All staff employed by the school will take a LFD test twice a week and submit results using the agreed format</p> <p>If staff or adults within the building choose to wear a mask this will be permitted</p> <p>All those within the school, including, teaching staff, support staff, pupils, visitors and contractors MUST follow current advice.</p> <p>Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.</p> <p>All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in | | | | <p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> Before leaving home On arrival at school After using the toilet After breaks / sporting activities When changing rooms Before food preparation Before and after eating any food (inc. snacks) Before leaving school <p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes.</p> <p>SBM (Jo Hughes) will be responsible for checking stocks of soap and hand drying facilities throughout each day. Staff to report any issues.</p> <p>Share key messages of hand hygiene with parents / pupils.</p> | HoS/ DCO | On-going | | | | |

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| | | <p>the bin and washing hands.</p> <p>Tissues provided in classrooms.</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.</p> <p>Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.</p> | | | | | | | | | | |
| 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 class based instructions and discussions</p> <p>Staff awareness of hand sanitiser management</p> | | | | | HoS/DCO | On-going | | | | |
| Increased risk of transmission due to increased pupils / staff working in close proximity. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>All staff to adhere to current guidance.</p> <p>All staff to respect the request for maintaining</p> | | | | <p>Government guidance for schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> | HoS/DCO | On-going | | | | |

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| | | social distancing, if requested by another adult. | | | | | | | | | | |
| COVID-19 transmission via the physical school environment. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>Daytime cleaning to be implemented, focusing on the toilets (staff and pupils). Handles of doors and handrails and any other surface frequently touched, this includes classroom tables, during break times.</p> <p>Cleaning regime reviewed to provide extra attention to hand contact points, surfaces, shared areas used by different groups and toilet spaces are cleaned throughout the school day.</p> <p>Increased cleaning regime in EYFS / Infant equipment. This needs to be cleaned before and after use by the staff using the equipment.</p> <p>High classroom windows and doors to be open to aid ventilation. 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>Pupils' work areas to be clearer each day to allow cleaning to take place.</p> | | | | <p>SBM, Jo Hughes, will be responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> | HoS/DCO | On-going | | | | |

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| | | <p>Bins for tissues to be emptied during the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> • Cutting and sticking • Painting and gluing • Indoor / outdoor construction toys. <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p> <p>The risks from any hazardous substances used for cleaning MUST be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> | | | | | | | | | | |
| Risk of transmission due to contact activities. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Where possible self-assessment/ marking should be used, along with success criteria, to avoid staff contact with exercise books. If exercise books are touched staff should wash and/or sanitise hands prior to touching anything else.</p> | | | | <p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Children to come to school wearing their PE kit on PE days.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Cleaning and rotation of items to be followed.</p> | HoS/ DCO | On-going | | | | |

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| | | <p>Specific consideration MUST be given to the effect of working within D&T and Science.</p> <p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups.</p> <p>Staff and pupils to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>Staff to encourage all pupils to be individually responsible for getting resources needed for each specific lesson, as they enter the classroom, keeping their pencil sharp etc</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Pupils should work / play outside as often as this is possible.</p> <p>When working inside, pupils should be in groups, in well ventilated areas (e.g. with windows / outside doors open)</p> | | | | | | | | | | |

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| Use of face-masks | Employees, pupils, contractors through the transmission of COVID | Staff make wish to continue using face covering, in the classroom and around school, if they wish. | | | | | HoS/DCO | On-going | | | | |
| Pupils unable to understand recognise the COVID-19 control measures. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach children hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> • On arrival • Before / after break • Before / after lunch • Before leaving school <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> • Social distancing • Cough / sneeze into tissue • Washing hands <p>Behaviour policy to be implemented where appropriate.</p> | | | | Consider implications on the behaviour policy and review as necessary. | HoS/DCO | On-going | | | | |
| Large groups congregating making social distancing difficult. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>Maintain staggered start for the end of the day.</p> <p>All parent/carers to be encouraged to leave the school grounds promptly, at the end of the day.</p> | | | | <p>Parents provided with information about changes to start and end of the day</p> <p>Senior leader to encourage parent/ carers to leave their child once they enter the school gates and for no adults to linger around the main entry points.</p> | HoS/DCO | On-going | | | | |

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|--|---|---|-------------|----------|-------------|--|------------------------------------|-------------|-----------------|-------------|----------|-------------|
| | | | Likelihood | Severity | Risk Rating | | Who (Name) | When (Date) | Complete (Date) | Likelihood | Severity | Risk Rating |
| | | Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely). | | | | Staff to minimize interaction with other staff in different groups | | | | | | |
| Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | <p>Avoid and discourage any unnecessary visitors to site.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review and implement procedures within the reception area of school, Inform of procedures</p> <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p> <p>Signing in procedures to include the contact details of</p> | | | | <p>DCO/SBM, Jo Hughes and HoS, Celia Smith, to review and implement adaptations to reception area, including signing in procedures.</p> <p>Parents to be informed of procedures for entering school, if required.</p> <p>All payments for school related purchases to be cashless via SQUID.</p> <p>Site Manager, Gary Cox and SBM, Jo Hughes, to conduct contractor induction and maintain a record.</p> <p>The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors </p> | HoS/DCO | On-going | | | | |

| Hazards Considered <i>Step 1 (Clause 3.1)</i> | Who might be harmed and how <i>Step 2 (Clause 3.2)</i> | Existing Control Measures: <i>Step 3 (Clause 3.3)</i> | Risk Rating | | | Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i> | Actions <i>Step 4 (Clause 3.4)</i> | | | Risk Rating | | |
|---|---|---|-------------|----------|-------------|--|------------------------------------|-------------|-----------------|-------------|----------|-------------|
| | | | Likelihood | Severity | Risk Rating | | Who (Name) | When (Date) | Complete (Date) | Likelihood | Severity | Risk Rating |
| | | individual for NHS Test and Trace purposes. | | | | | | | | | | |
| Risk of fire and delayed evacuation due to insufficient fire safety management. | Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire. | <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors MUST NOT be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> | | | | <p>Head of School, with Site Manger will be responsible for reviewing the fire risk assessment.</p> <p>Head of School, with Site Manager will be responsible for updating any fire evacuation routes.</p> <p>Evacuation points reviewed and shared with staff.</p> <p>Site manager, will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>Site Manager, will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>SENCo, 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/schoolsporta/health-and-safety/premises-health-and-safety-file-yellow-folder/9-fire-safety </p> | HoS/DCO | On-going | | | | |

| Hazards Considered <i>Step 1 (Clause 3.1)</i> | Who might be harmed and how <i>Step 2 (Clause 3.2)</i> | Existing Control Measures: <i>Step 3 (Clause 3.3)</i> | Risk Rating | | | Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i> | Actions <i>Step 4 (Clause 3.4)</i> | | | Risk Rating | | |
|--|---|---|-------------------------|----------|----------------------------------|---|------------------------------------|-------------|-------------------------|-------------|----------|-------------|
| | | | Likelihood | Severity | Risk Rating | | Who (Name) | When (Date) | Complete (Date) | Likelihood | Severity | Risk Rating |
| Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public. | Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur. | Adequate supervision and awareness of pupil behaviours at all times. Staff received Coping with Risky Behaviours (CRB) training as necessary. Parents / visitors / members of the public informed that abusive behaviour will not be tolerated. | | | | 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://nottscs-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true | HoS/ DCO | On-going | | | | |
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions | | | | | | | Review Date (Step 5): | | | | | |
| Assessors Signature: | | | Date: 26.08.2021 | | Authorised By: C.A. Smith | | | | Date: 26.08.2021 | | | |

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|------------------------------|---|---|-------------------------------|--------|
| Potential Severity of Harm | High (e.g. death or paralysis, long term serious ill health) | Medium | High | High |
| | Medium (an injury requiring further medical assistance or is a RIDDOR incident) | Low | Medium | High |
| | Low (minor injuries requiring first aid) | Low | Low | Medium |
| | Low (The event is unlikely to happen) | Medium (It is fairly likely it will happen) | High (It is likely to happen) | |
| Likelihood of Harm Occurring | | | | |

| Risk Definitions | |
|------------------|--|
| Low | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed. |
| Medium | Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy. |
| High | Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category MUST have a written method statement/safe system of work and arrangements MUST be made to ensure that the controls are maintained and monitored for adequacy. |