Nottinghamshire County Council

COVID-19 School Risk Assessment Record

Operations/Work Activities covered by this assessment:	COVID-19 SCHOOL RISK ASSESSMENT RECORD					
Site Address/Location:	Burns Lane, Warsop, Mans, Notts, NG20 0QN		**Department/Service/Team:**	Meden School		
Assessment Date:	30/11/2021		**Lead Assessor:**	T Gibbon		
Authorised By:	J Smith					
Who Might Be Affected	Employee ☒	Contractor ☒	Visitor ☒	Pupil ☒	Client ☐	Member of Public/Third Party ☒
Note: A person specific assessment must be carried out for young persons, pregnant employees and nursing employees						

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
School failure to follow National Government Guidelines.	Individuals may be exposed to COVID-19.	The Headteacher (JS) will be responsible for checking government guidance daily. In their absence BOM (TG) will fulfil this role. Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, school-based Union Reps, Academy Trust etc. via the school Bulletin. Changes to school arrangements will be communicated to parents via The school website, email and text. Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers. Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 / dfe.coronavirushelpline@education.gov.uk				None

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
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Increased risk of transmission due to increased pupils / staff working in close proximity.	Individuals may be exposed to COVID-19.	Government guidance no longer recommend that it is necessary to keep pupils in consistent groups or 'bubbles'. • From 30/11/2021 all assemblies to cease for the remainder of this half term, ie. 17th December, due to detection of the new Omicron variant. • All staff briefings should no longer be held in person but instead be facilitated through Teams. This should continue for the remainder of this half term and will again be reviewed in anticipation of January 2022. • As an added mitigation of risk, schools should avoid holding large meetings / gatherings for the remainder of the term to reduce the potential for the virus to spread. Where small meetings are held between staff / parents, this should be with appropriate social distancing. Where this is not possible, face masks must be worn throughout the meeting. Pupil groups are now able to mix during lunchtime. The following control measures will be implemented to ensure that lunchtimes are managed: • Hand sanitiser to be used at lunchtime and breaktime by all students • Windows and doors to remain open to aid with ventilation The reintroduction of 'bubbles', which may be considered as part of a response to an outbreak – needs to consider the impact on education delivery. Education settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak a setting may be advised to temporarily reintroduce some control measures. It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak.				None
Management of confirmed cases of COVID-19 amongst the school community.	Individuals may be exposed to COVID-19.	Close contacts will be identified via NHS Test and Trace and education settings are no longer expected to undertake contact tracing. NHS Test and Trace will work with the positive case to identify close contacts. From 16th August 2021, children under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. All individuals are encouraged to take a PCR test if advised to do so.				None

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		18-year-olds will be treated the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact (unless there is a medical reason for being exempt from vaccination or they are taking part in a vaccine trial). From 16th August 2021, adults who are fully vaccinated (defined as 2 doses of MHRA-approved vaccine with second dose at least 14 days prior to exposure to a confirmed COVID-19 case), unvaccinated adults who have a medical reason for being exempt from vaccination and adults who are taking part or have taken part in an approved COVID-19 vaccine trial will also be exempt from self-isolation if contacted by NHS Test and Trace. Instead, they will be advised to take a PCR test. Education settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak a setting may be advised to temporarily reintroduce some control measures. All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant, irrespective of vaccination status or age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak.				
Use of face coverings in education settings to minimise transmission of COVID-19.	Individuals may be exposed to COVID-19.	Face coverings are re-introduced from 29/11/2021. As a result of the new Omicron variant, the Government have announced the recommendation that face coverings be reintroduced and as such should be worn by pupils, staff and adult visitors when moving around schools, outside of classrooms, such as in corridors and communal areas (including canteen / staff room spaces). This is with immediate effect. Pupils should also wear a face covering when travelling on pupil transport and dedicated transport to and from school. It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak.				None

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		Face coverings (whether transparent or cloth) must fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. In this situation an individual risk assessment must be completed, and items must always be cleaned appropriately. The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings. You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual. No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.				
Outbreak management of confirmed cases of COVID-19 amongst the school community.	Individuals may be exposed to COVID-19.	You must have an outbreak management plan outlining how your school operates if there is an outbreak in your school or local area. Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. Please refer to the outbreak thresholds given in the Contingency Framework for childcare and educational settings (page 18). Additional support is available via the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take if you are concerned about transmission in the setting. It is vital that a schools COVID-19 outbreak management plan is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission in the event of an outbreak. You must also contact the DFE helpline in the event that a child or member of staff develops serious illness (e.g. students or staff members admitted to hospital or a death as a result of a confirmed COVID–19 infection)				None

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Increased risk of transmission due to inadequate hygiene and inadequate PPE.	Individuals may be exposed to COVID-19.	**Hand and respiratory hygiene** Frequent and thorough hand cleaning should now be regular practice. You must continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. School will continue to encourage students to use the hand sanitiser available in every room and entrance. Staff to reinforce messages (to pupils and others) to; • Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. • Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. • Lidded bins **MUST** be used. 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; • 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 Supervised use of hand sanitiser to minimise risk of ingestion. Consider alternatives such as skin friendly skin cleaning wipes. 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. Free resources are available, including materials to encourage good hand and respiratory hygiene via: Information about the Coronavirus (e-bug.eu) **Use of personal protective equipment (PPE)** Most staff in schools will not require PPE beyond what they would normally need for their work. Further guidance is available at: Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)				None

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Increased risk of transmission due to inadequate cleaning regimes.	Individuals may be exposed to COVID-19.	An appropriate cleaning schedule must be implemented and maintained. This must include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. "Covid" cleaning will continue, as before the summer break, with additional cleaning staff in place throughout the day. The risks from any hazardous substances used for cleaning **MUST** be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage. Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances. Additional guidance is available at: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)				None
Increased risk of transmission due to insufficient ventilation.	Individuals may be exposed to COVID-19.	When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Poorly ventilated areas of school must be identified, and controls implemented to improve fresh air flow in these areas particularly when holding events where visitors such as parents are on site, for example, school plays, assemblies. Poorly ventilated areas include: • No internal rooms all rooms to have open windows and doors where possible to aid ventialtion • In offices, where possible, doors to remain open, social distancing to be used where possible. Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These must be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems must be adjusted to full fresh air or, if this is not possible, then system should be operated as normal as long as they are within a within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, you must ensure that they are maintained in accordance with the manufacturers' recommendations.				None

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		Opening external windows can improve natural ventilation, and in addition opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where it is safe to do so). The need for increased ventilation while maintaining a comfortable temperature must be balances. If you require any further support or guidance relating to ventilation in your school please contact Suzanne Smith (Compliance, Maintenance and Risk Manager) via: suzanne.smith@nottscc.gov.uk. Additional guidance is also available at: • Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) • CIBSE - Coronavirus COVID 19				
Failure to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Individuals may be exposed to COVID-19.	**When an individual develops COVID-19 symptoms or has a positive test** Pupils, staff and other adults must follow public health advice on when to self-isolate and what to do. Further information is available at: When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) They must not come into school if • they have symptoms, • have had a positive test result, or • other reasons requiring them to stay home due to the risk of them passing on COVID-19 (for example if they are required to quarantine). If anyone in school develops COVID-19 symptoms, however mild, they must be sent home and they must follow public health advice. Details on COVID-19 symptoms are available at: Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk) Everyone with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection, they must be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information is available at: Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk).				None

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		Symptomatic child will be moved to the office at the bottom of blue stairs which is used as the isolation area until parent arrives for collection. Any rooms used must be cleaned after they have left. The Government guidance for cleaning non-healthcare settings **MUST** be followed: COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk) Everyone **MUST** wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards: • Fire risk • Impede emergency exit routes • Trip hazard • Away from pupils The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk). **Asymptomatic testing** Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances. Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected from local pharmacies or ordered online. As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.				

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		Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed. Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. There is no need for primary age pupils (those in year 6 and below) to test over the summer period. Year 6 pupils will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including summer schools, depending on their local circumstances. **Confirmatory PCR tests** Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk). They will also need to get a free PCR test to check if they have COVID-19: Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk) Whilst awaiting the PCR result, the individual should continue to self-isolate. 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 can return to school, as long as the individual doesn't have COVID-19 symptoms. Additional information is available via: Coronavirus (COVID-19): test kits for schools and FE providers - GOV.UK (www.gov.uk)				
Pupils identified as at increased risk and exposed to COVID-19.	Individuals may be exposed to COVID-19.	All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist to not attend. Further information is available at: Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk). SENCO (RC) to communicate appropriately with their most vulnerable children and health care plans updated where necessary.				None

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		Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans. Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only. Updated health care plans to be signed by parent / carer. Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy). Further guidance is available at: Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk) If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.				
Symptomatic individuals attending school.	Individuals may be exposed to COVID-19.	In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.				None
Staff identified as at increased risk and exposed to COVID-19.	Individuals may be exposed to COVID-19.	School leaders are best placed to determine the workforce required to meet the needs of their pupils. Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further guidance is available at: COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk) Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work.				None

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		Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented. If an employee is deemed vulnerable is and requires additional risk controls, then a specific individual risk assessment **MUST** be completed by a suitably trained person. The F45-1 risk assessment template can be used to facilitate this process. The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process. Both the F45-1 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment Any individual risk assessments for staff **MUST** be completed in conjunction with the employee and 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. The Health and Safety Executive (HSE) has published guidance: • Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk) • Talking with your workers about preventing coronavirus (COVID-19) - Overview (hse.gov.uk)				
Increased risk of exposure to COVID-19 during educational visits.	Individuals may be exposed to COVID-19.	Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. Trips within the UK can continue to be planned and arranged in line with the trust's Educational Trips and Visits Policy however it is advised these are considered in conjunction with your Executive Head and the DoO initially. • The DfE recommend that we consider whether any international visits should continue recognising the risk of disruption to education resulting from the need to isolate and test on arrival back to the UK. Please liaise with the DoO if you are considering any international travel within your settings. You must be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved to amber or red. The travel lists may change during a visit and you mut comply with international travel				None

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		legislation and should have contingency plans in place to account for these changes. You should speak to either you visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. You must undertake a full and thorough risk assessment in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available via: Health and safety on educational visits - GOV.UK (www.gov.uk) This is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP): https://oeapng.info				
Failure to manage and implement COVID-19 controls during wraparound provision and extra-curricular activity.	Individuals may be exposed to COVID-19.	More information on planning extra-curricular provision can be found in the guidance: Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk) A specific risk assessment must be completed for wraparound provision and extra-curricular activities outlining control measures to manage the risks associated with COVID-19.				None
Inadequate management of contractors and / or visitors increasing risk of COVID-19 exposure and transmission.	Individuals may be exposed to COVID-19.	Key control measures and ways of working within the school environment are discussed with visitors / contractors on arrival. Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained. Site Manager (MP) to conduct contractor induction and maintain a record. Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site. Avoid shaking hands with colleagues and visitors. Parents provided with information about changes to pupil drop off / collection and timetable for the school day via the school website, email and text.				None

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
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Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Individuals may be exposed to COVID-19.	Local supply chains **MUST** be used to source PPE, cleaning materials and hygiene products. Assurance of a secure supply chain to be in place for essential supplies prior to reopening. Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service. Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely. BOM/Site Manager (TG/MP) will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day. BOM/Site Manager (TG/MP) will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products. Where there is an unmet urgent need for PPE please contact your local authority. Within Nottinghamshire please email ppe@nottscc.gov.uk for assistance.				None
Risk of fire and delayed evacuation due to insufficient fire safety management.	Serious injury / ill-health / death in the event of a fire.	Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it. Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc. Doors propped open (to minimise contact and aid ventilation) **MUST** be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight). Fire doors **MUST** not be propped open. Fire evacuation routes to be kept clear at all times. Safe egress from the building **MUST** be considered during any reconfiguration of room layout / usage.				None

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		Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via Staff meetings and email. Fire drill to be completed termly or following changes and a record maintained in the fire log book. Personal Emergency Evacuation Plans (PEEPs) **MUST** be reviewed to ensure support can be provided to staff and pupils. Contingency plans in place for alternative support for PEEPs due to staff absence. Alcohol hand gel **MUST** not be kept in cars due to fire risk in hot temperatures. The site team (MP/SB) will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear. SENCO (RC) will be responsible for reviewing PEEPs regularly and amending support plans as required.				
Inadequate first aid provision in school.	Injury or ill-health suffered as a result of inadequate first aid provision or incorrect first aid treatment.	Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school. A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc. Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements. 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@nottscc.gov.uk. Training issued and refreshed continually to first aiders. First aid kits suitably stocked, located and checked routinely. School awareness of method for contacting emergency services.				None

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
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Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	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. Awareness of safeguarding pupils reporting procedures and designated safeguarding officer. 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://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true				None
Additional Notes						

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.

Signature of Assessor:	Date: 30/11/2021
Signature of Person Authorising:	Date: 30/11/2021

Potential Severity of Harm				
	Major	**Tolerable**	**Substantial**	**Substantial**
	Minor	**Trivial**	**Tolerable**	**Substantial**
	Negligible	**Trivial**	**Trivial**	**Tolerable**
		Rare	Possible	Almost Certain
		Likelihood of Harm Occurring		

Definitions	
Substantial	Take appropriate action within agreed period
Tolerable	Monitor Situation
Trivial	No Action Required

Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident							
Review Date	Comments/Amendments	Reviewed By	Signature		Review Date	Comments/Amendments	Reviewed By	Signature
310/11/2021	Updated in line with Government update	TG/JS			Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			
Click or tap to enter a date.					Click or tap to enter a date.			

The following table should be used for all staff to sign and date to confirm that the risk assessment has been read.

Print Name	Signature	Date		Print Name	Signature	Date