

COVID-19 School Risk Assessment

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
Site Address/Location:	THE GARIBALDI SCHOOL	Department/Service/Team:	WHOLE SCHOOL
Note: A person specific assessment MUST be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered Step 1 (Clause 3.1)	Who might be harmed and how Step 2 (Clause 3.2)	Existing Control Measures: Step 3 (Clause 3.3)	Risk Rating			Further action Step 3 <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, pupils, contractors and visitors may be exposed to COVID-19.	<p>Checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening.</p> <p>Up to date guidance is distributed and communicated through the school community, including: Governors, Staff, school-based Union Reps, Academy Trust etc. via email and/or MS Teams</p> <p>Changes to school arrangements will be communicated to parents via Bromcom, email school website and letter for parents who do not use email</p> <p>Changes to pupil arrangements /</p>				<p>Mr J Aldred, Head of School, will be responsible for checking government guidance. In their absence Mr M Dawson, Deputy Head of School, will fulfil this role. Mrs T Stocks, BOM will also check updated guidance.</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</p> <p>Mass testing for students using Lateral Flow Device (LFD) tests on return to school to</p>	JA/MD/TS	On-going	On-going			

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		<p>requirements to be communicated and reinforced via Head Teacher / Teachers.</p> <p>Updated guidance will be published via mentors to students.</p>				<p>identify asymptomatic cases. Staggered testing of year groups on 7th January 2022.</p> <p>Home testing kits will continue to be provided to students after on site testing is completed and students encouraged to continue with twice weekly testing.</p> <p>Staff to continue to receive home testing kits and encouraged to continue with twice weekly testing.</p> <p>Staff and students with a positive LFD test result should undertake a PCR test. They can continue to attend school if they do not have symptoms. If the PCR test is taken within 2 days of the positive LFD test, and is negative, and they are well enough, they should return to school. If the PCR result is positive, they should self isolate immediately for 10 days or the time indicated by Test and Trace.</p> <p>School will communicate to parents/carers the updated guidance in relation to a positive LFD test and obtaining a PCR test.</p>	MD	7.1.2022	7.1.22			
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	BOM to discuss medical needs disclosed by staff and support mechanisms implemented. Update RA's for each member of staff where this applies.				<p>Risk assessment to be completed for staff where required and approach Nova Central HR team for advice on individual basis</p> <p>Head Teachers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus.</p>						

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						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.						
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.	Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family. Mrs T Stocks, Designated Covid Officer (DCO) to monitor staff absence related to COVID-19. Seek advice from your HR provision if required for staff absences				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/ identify asymptomatic cases. Staggered testing of year groups on 7 th January 2022. Home testing kits will continue to be provided to students after on site testing is completed and students encouraged to continue with twice weekly testing. Staff to continue to receive home testing kits and encouraged to continue with twice weekly testing. Staff with a positive LFD test result should undertake a PCR test. They can continue to attend school if they do not have symptoms and have been double vaccinated. If the PCR test is taken within 2 days of the positive LFD test, and is negative, and they are well enough, they should return to school. If the PCR result is positive, they should self isolate immediately for 10 days or the time indicated by Test and Trace. Students with a positive LFD test result should undertake a PCR test. They can continue to attend school if they do not have symptoms. If the PCR test is taken within 2 days of the positive LFD test, and is negative, and they	MD	7.1.22	7.1.22			

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						<p>are well enough, they should return to school. If the PCR result is positive, they should self isolate immediately for 10 days or the time indicated by Test and Trace.</p> <p>School will communicate to parents/carers the updated guidance in relation to a positive LFD test and obtaining a PCR test.</p>						
Use of face coverings in education settings to minimise transmission of COVID-19	Employees, pupils, contractors and visitors may be exposed to COVID-19	<p>In line with Nova Education Trust guidance it has been recommended to students in all year groups that face masks are used in corridors, communal areas and public spaces and when NOT in class</p> <p>Face coverings MUST be worn correctly to avoid inadvertently increase the risks of transmission.</p> <p>Staff and pupils are provided with clear instructions regarding how to put on, remove, store and dispose of face coverings.</p> <p>Hands must be washed before and after touching face coverings (including to remove or put them on).</p> <p>If face coverings become damp, they should not be</p>				<p>Government guidance for face coverings changed wef 29.11.2021 and face masks were reintroduced for all staff and students in all communal areas, when moving around the site or when not eating, until further notice.</p> <p>If staff or pupils are unable to access a face covering, or where they are unable to use their face covering (e.g. having forgotten it, becoming soiled or unsafe), education settings should take steps to have a small contingency supply available to meet such needs. Staff have been provided with reusable face coverings. Disposable face coverings for any student who does not have a face mask are available from Student Services.</p> <p>Some individuals are exempt from wearing face coverings. For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. Parents completed exemption form on-line outlining reasons why their child should be exempt from wearing a face mask. Yellow</p>	MD	29.11.21	On-going			

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		worn and replaced carefully. All staff working on reception areas have been issued with face visors for their safety				markings on lanyards provided to students who are exempt. Face coverings to be stored in individual, sealable plastic bags between use. Staff and Students to be provided with storage.						
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	The Government stay at home guidance MUST be followed if pupils become unwell with Covid symptoms Symptomatic child will be moved to MIR, which is used as the isolation area until parent arrives for collection. A suitable isolation area MUST be set up in school. Parent / Carer of symptomatic child to be contacted and be collected immediately. 999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk. 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				NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ School will communicate to parents/carers the updated guidance in relation to a positive LFD test and obtaining a PCR test. Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19 and follow guidance from Test & Trace If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people. Any supervision of a student is carried out by an individual wearing appropriate PPE 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/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 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 .						

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		<p>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 for cleaning non-healthcare settings will 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 • 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 result is known or after the waste has been stored for 72 hours. 				<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 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 (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> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p>						

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		Follow NHS Test and Trace process.				<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>The Government stay at home guidance MUST be followed if staff become unwell with Covid symptoms</p> <p>If staff feel unwell with Covid symptoms during the school day they MUST follow school / trust process to alert key staff and then 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.</p> <p>The area around the person with symptoms MUST be cleaned with disinfectant after they have left to reduce the risk</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 and should arrange a test to determine if they have COVID-19.. 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>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.</p>						

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		<p>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 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 • 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>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> <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 						

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Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 10 days.</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>The school will publish an Outbreak Management plan, in conjunction with the Central Team, when necessary.</p>	High	Critical	Very High	<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 be informed of the NHS Test and Trace process and their responsibilities to follow requirements via email or MS Teams</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via Bromcom email, school website and letter for parents who do not use email</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> Staff and pupils 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-covid-19-getting-tested. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. <p>Home Covid testing – twice weekly staff testing, mass testing for students returning to school. LFD testing will identify asymptomatic cases and reduce risk of transmission.</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 	JA	8.1.21	On-going	High	Critical	Very High

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						<ul style="list-style-type: none"> Ordered by phone NHS 119 (for those without access to the internet). <p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. <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@nottsc.gov.uk.</p> <p>Staff and students with a positive LFD test result should undertake a PCR test. If they do</p>						

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			Yellow	Green	Yellow	<p>not have symptoms and have received both vaccinations they can continue to attend school until the results of the PCR is known. If the PCR test is positive they must self isolate and follow the guidance as directed by Test and Trace.</p> <p>School will communicate to parents/carers the updated guidance in relation to a positive LFD test and obtaining a PCR test.</p>				Yellow	Green	Yellow
Pupils / staff will transmit COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Individuals (including staff, pupils, visitors, contractors etc.) MUST not come into school if they have COVID-19 symptoms or have tested positive in the last 10 days.</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>	Green	Green	Green	<p>All staff, students, contractors and visitors will be required to sanitise their hands, on arrival and throughout the day.</p> <p>Hand sanitiser units to be checked daily by site team and daytime cleaners to ensure no blockage of nozzle.</p> <p>Site Manager 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> <p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools </p>		On-going	On-going	Green	Green	Green

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		<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. Lidded bins MUST be used. <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> <p>Ventilation in all classrooms and communal spaces to ensure circulation of air and reduce build-up of aerosols. All internal classroom doors (other</p>										

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		than fire doors) to be open, windows to be open.										
COVID-19 transmission via the physical school environment.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<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>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>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points.</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> <p>Staff required to conduct cleaning tasks to have received suitable and</p>				Daytime cleaning to continue, with regular cleaning of communal and frequently touched areas	KW	On-going	On-going			

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		sufficient training for safe cleaning procedures and use of hazardous substances										
Use of hand sanitising products	Employees, pupils, contractors and visitors will be required to use such products. Harm may come from overuse, ingestion, contact with eyes inhalation or dermatological responses	Guidance provided on use of hand sanitisers by or near hand sanitiser stations. Guidance provided to students through assemblies and tutor periods Staff awareness of hand sanitiser management Data sheets available to all first aid staff				Training and signage should be in place and have been seen and accessed by all pupils, staff and visitors	TS	Aug 2020	Aug 2020			
Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	School does not use own school transport but guidance given to students using public transport Students using taxi services are advised on appropriate health & safety measures				Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Government guidance for face coverings in education is available via: https://www.gov.uk/government/publication/s/face-coverings-in-education/face-coverings-in-education						
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19	Avoid large gatherings such as assemblies or collective worship with more than one group.				No assemblies for the remainder of this half term, to reduce potential for the virus to spread. This will be reviewed in anticipation of students returning in January 2022. All staff briefings should be facilitated via Teams and will be reviewed in anticipation of staff returning in January 2022.	MD	29.11.22				

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						If 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.						
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: T Stocks			Date: 7.9.2020		Authorised By: M Dawson				Reviewed: 29.11.2021			

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.