

Activity/Process Assessed	Covid – 19 school operations from 17 May to 21 June 2021
Location of activity	Whole school
Persons at risk	Staff, students/pupils, stakeholders
Date assessment prepared	4 March 2021 Updated 14/5/21
Assessment prepared by	Jo Boulton

Ref	Control Measures
1	Exposure risks
2	<ul style="list-style-type: none"> School planning for the relaxation of some rules for senior school students from 17 May 2021 has been based on the latest operational guidance issued by the Department for Education in May 2021. (see reference 1)
3	<ul style="list-style-type: none"> The School has been operating Lateral Flow Testing for staff and senior school children of Keyworkers and Vulnerable children since January 2021 and tested all senior school students who either provided consent or whose parents/carers provided consent to three Lateral Flow Tests prior to return to school on 8 March 2021. The same students have been issued with and asked to carry out home testing twice a week since school resumed in March. Staff are also provided with home testing kits for use twice per week with effect from 8 March 2021. All senior students may wear a suitable face covering whilst moving about within the school environment including within classrooms but from 17 May they are no longer required to wear a face covering in school. Staff will continue to be required to wear a suitable face covering whilst in communal areas where social distancing is not possible and may wear one in the classroom if they wish but are not required to as all classrooms allow for suitable space between the teacher and the students in the Senior School. Whole school compliance with the Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020 and self-isolation requirements unless express consent is given to be part of the Daily Contact Testing (DCT) pilot. School has entered into a contract with the Department for Health and Social Care to be in a pilot for Daily Contact Testing instead of isolation and non attendance at school for Senior School students and staff. School has been allocated to be part of the intervention group which means that if any case is identified at school we will be allowed to carry out DCT for 7 days instead of requiring isolation for close contacts subject to close contacts providing consent. All staff to maintain regular contact with HR and their line Manager if self-isolating. Where possible staff will be required to work from home if they are well and able to during their period of isolation. Review any individual risk assessment as necessary (maternity, clinically vulnerable etc). All specialist risk assessments for Sport, Drama, Art, Music, DT, Scouts, Science and Food Technology have been

updated to address COVID risks.

- Saturday sport will resume and following sport specific governing body guidelines and co-curricular and sporting activities may continue after school in accordance with clarified guidance and with the strict adherence to risk measures in place.
- Security, Reception and Estates staff to follow safety guidance for handling deliveries. Specific guidance is [here](#).
- Senior and Junior School (including years 1 and 2) Tours will continue in accordance with the specific risk assessment for tours.
- The guidance for Reception admissions states that “settings should consider providing virtual tours for prospective parents and carers. If parents and carers are keen to visit in person, settings should consider:
 - ensuring face coverings are worn if required in line with arrangements for staff and other visitors to the setting
 - there is regular handwashing, especially before and after the visit
 - holding visits after hours. If this is not possible, consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed. Prior to a visit, settings should ensure that parents and carers are aware of the ‘system of controls’, how this impacts them and their responsibilities during their visit, how to maintain social distancing from staff, other visitors, and children other than those in their care.”
- Duty staff to follow safety guidance for welcoming students into school and ensuring safe and secure collection arrangements.
- Security of the site to be managed to avoid all unknown/unexpected visitors. All staff communication to ensure all visitors are necessary and expected and notified to security and reception.
- Ensure any contractors required on site are advised of school requirements for any visitor to be symptom free. Specific guidance is [here](#).
- Visitors to school will be by prior appointment only through reception and contact details will be taken by reception to comply with requirements for Track and Trace. The school QR code will be accessible at all receptions to enable visitors to scan in with the NHS Covid 19 app. All personal data will be kept secure for up to 8 weeks and solely for use by the school if needed.
- The School will follow all relevant government guidance on the management of prevention specifically :-
 - Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
 - Clean hands thoroughly more often than usual.
 - Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
 - Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

	<ul style="list-style-type: none"> ➤ Minimise contact between individuals and maintain social distancing wherever possible. ➤ Where necessary, wear appropriate personal protective equipment (PPE). ➤ Promote and use of the NHS Covid 19 app and the requirement for visitors to scan in through the use of QR codes.
4	<p>Suspected case(s) at school</p> <ul style="list-style-type: none"> • School has managed confirmed cases quickly and with robust planning materials to back up decisions on identification of close contacts. • School has an established rota to ensure school Track and Trace is carried out through weekends and school holidays if necessary. • All students and staff who have been required to isolate are tracked to ensure compliance with the correct PHE advice before returning to school. • The school have scenario tested all control measures for different aged students to ensure there is suitable access to reliable information to enable the school to act quickly and reliably in the event of a confirmed case. • Staff and students who are in school should go home and stay at home if they are experiencing signs of illness outlined on the NHS website. • Anyone with suspected COVID must avoid touching anything and ensure they use tissues for any cough or sneeze and dispose of the tissue securely. • Students in school must be isolated in one of the designated isolation rooms at each school and sent home through usual school procedures if they are experiencing any of the signs and symptoms of Covid 19 as given in the NHS website or where staff have noticed these signs and symptoms. • When in use, isolation rooms must have open windows and the door must be kept closed except for Primary age children where supervision with appropriate PPE will be required. • All toilets and washing facilities near to or within the isolation room must also be thoroughly cleaned after use. • Where a student is required to be in isolation the usual safeguarding requirements apply and staff will be provided with a first aid kit and appropriate PPE including a mask, safety goggles, disposable plastic apron and gloves. • Any waste used by a student or staff member with COVID symptoms must be disposed of in a double bagged container retained securely for 72 hours before disposal into the normal bin. • If an isolation room is used it must be thoroughly cleaned and then sanitised with a fogging machine before it is used again. • Staff in school must follow the government guidelines given on the NHS site if they are experiencing the signs and symptoms on this site. • The School Nurse must be informed immediately of all cases and staff must follow the school procedure for sickness

absence reporting and ensure HR are informed.

- The School Nurse has two non-contact thermometers for temperature testing.
- Lovell House and Junior School have non-contact thermometers and the school nurse has provided training to first aid qualified staff on how to use them.
- Where a case is confirmed in school all relevant areas will be quarantined until a deep clean can be carried out with appropriate PPE for the cleaning team and staff informed where necessary. All students and staff in the affected group will be sent home and advised of the DCT Pilot and asked for consent to take part in the pilot and undertake a test for 7 consecutive days and attend school but adhere to isolation for 10 days at home in the evenings and weekends.
- Where a case is confirmed in school, Public Health England and the local health protection team will be notified and the parents/carers for all students in the affected group. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by the NHS Covid 19 app.
- RIDDOR reporting requirements will be followed.
- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious.
- The health protection team will work with school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, school must send home those people who have been in close contact with the person who has tested positive. The DCT Pilot tests would start on the following school day subject to consent. Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin), proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person.
- The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of students and staff in each group, with seating plans for each lesson at the Senior School, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process.
- School must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others or with the consent of the infected individual.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.
- In the majority of cases, school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, school may consider refusal of the child if in our reasonable judgement it is necessary to protect our students and staff from

possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

- Where a case is confirmed in school consideration will be given to whether NGHS and or Hollygirt School need notification due to siblings or bus travel and if school bus travel is used relevant operators and bus users will be notified.
- The school has ensured that it understands the NHS Covid 19 app (track and trace process) and how to contact our local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to:
 - book a test if they or their child are displaying symptoms. Staff and students must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. 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.
 - provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
 - self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19).
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. The government will release more details on new testing avenues as and when they become available and will work with us so we understand the quickest and easiest way to get a test.
- We will expect all staff and parents to inform us immediately of the results of a test and follow this guidance.
- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

5	<p>Travel to and from school</p> <ul style="list-style-type: none"> • Where staff have to travel to school using public transport they should ensure they follow the guidance on social distancing. • Face coverings (masks) are a requirement on all public transport from 15 June 2020 for children aged 11+. • Students are required to either change their face covering before entering the school premises or remove the one worn on public transport. • School buses are operating as normal and passengers have been asked to follow the same ruling in respect of face coverings for children aged 11 and over and are being asked to sit in their year group or with siblings. • The school bus operators have been asked to comply with strict notifications of any driver cases immediately and also supported to allow drivers to report any concerns relating to passengers appearing symptomatic. • Staff may request a face mask to wear on public transport. The School Nurse has a stock of FFP2 masks and disposable surgical masks. • Staff may request a small hand sanitiser for personal use on public transport. The School Nurse has a supply for staff. • Where staff are driving to work please consider parking arrangements and social distancing whilst parking and when moving to and from school. • Students and staff should be encouraged to walk or cycle to school if they can. • Buses for sports and co-curricular activities will be provided and year groups kept apart on journeys. • The school will follow the government guidance on school transport and namely:- <ul style="list-style-type: none"> ➤ social distancing should be maximised within vehicles ➤ children either sit with their 'bubble' on school transport, or with the same constant group of children each day ➤ children should clean their hands before boarding transport and again on disembarking ➤ additional cleaning of vehicles is put in place ➤ organised queuing and boarding is put in place from the School bus lane at the end of the day ➤ through ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents
6	<p>Access to and egress from the school site</p> <ul style="list-style-type: none"> • All student entrances are clearly marked and students know which entrance to use. Staff do spot check compliance. • Arrangements for drop off and collection of students has been planned to try and reduce the likelihood of year groups mingling but access to the school site will depend on the student's method of transport to school.

	<ul style="list-style-type: none"> • Signs will be displayed at designated entrances where necessary and parents will be asked to either stay in their vehicle or outside of the school grounds. Infant school parents will be able to walk children onto the Lovell House site. • Access into the Senior School building will be by designated entrances for each year group. Each year group has been provided with specific requirements in respect of their school day. • Lovell House will utilise their three entrances for each year group. • The Junior School will enter the building by designated entrances to keep year groups apart. • Security and support staff will welcome all visitors and support students coming on site to follow social distancing with adults and ensure parents adhere to the measures we have put in place. • Security will be supported by additional staff during drop off and collection times to ensure staff and students are directed to maintain social distancing. Staff will be at all entrances to welcome students into school and ensure they know where to go and feel reassured. • Nottingham Girls High School students will not be permitted to access the school site as a walk through. • All students and staff are reminded to wash their hands on arrival to school. • At the end of the school day parents may be asked to wait to allow safe collection of students in safe numbers allowing social distancing measures to be observed. • Junior school collection will be supported to try and mitigate the risk of senior staff and students walking through waiting parents at the security hut. • All parents collecting children are asked to wear a face mask whilst on school premises.
7	<p>Cold/wet weather preventing access to outside during breaks</p> <ul style="list-style-type: none"> • Ensure students prepare for inclement weather to enable as much outdoor activity as possible and safe. • Staff to be prepared to supervise students in inclement weather where possible. • Each year group will have a designated play area. • Lunchtime break space will be allocated based on the allocated dining space and will vary daily. • All students must be reminded to stay safe in the sun and use sun cream and wear a cap/hat.
8	<p>Poor hygiene and cleaning regime</p> <ul style="list-style-type: none"> • The school to be kept clean and sanitised by the cleaners, and objects and surfaces to be frequently wiped using the disposable paper wipes and cleaning product provided by the school. • Toilet facilities cleaning has been reviewed to increase due to multiple/frequency of use. All toilets will have a register of cleaning times displayed in it. • All new cleaning materials will have a COSHH risk assessment recorded.

- Cleaning staff will have access to and be required to wear PPE – face masks, gloves, hand sanitiser and aprons.
- Cleaning staff will follow updated cleaning schedules individually designed for their working time and designated area to meet the needs of the school.
- Cleaners working times are adapted where possible and in agreement to meet the needs of school.
- Cleaners are grouped around key areas to mirror where possible the group arrangements and cleaners will report directly to their assigned area and not access other parts of school.
- Hand sanitiser will be made accessible in communal spaces where there are no hand washing facilities.
- Students will be asked to avoid bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately treated before being distributed.
- Students to have their own equipment provided and remain with this equipment, for instance, laptops, pens, books, glue. These need to be wiped frequently.
- Infant children will work in small groups – year group bubbles - with a designated teacher and Teaching Assistant and will be provided with resources.
- Perspex screens/partitions will be erected if required in spaces which don't allow 2 metre distancing.
- Students should work/play outside as often as possible.
- If not outside students should be in small groups in well ventilated areas.
- Students should be encouraged to observe social distancing with staff but recognising this is difficult within their own year group.
- Adults should wear vinyl gloves when performing any medical or care routines with students.
- When staff and students come into school they are required to wash their hands. Students have been taught how to wash their hands thoroughly using government guidelines, video links and posters. Posters will be kept around the school to remind them of hand washing.
- School promotion of the good respiratory hygiene practices in the NHS Campaign “Catch it, Kill it, Bin it”.
- Students are taught to cough and sneeze into their elbow and away from the direction of other people.
- Visitors to the school will be asked to wash their hands and the poster giving guidelines on safe ways to do this are in all toilet facilities.
- Students should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child whose name is on the bottle should handle the bottle, including collecting and filling it in school.
- Students will be required to wipe down shared resources such as computers, art equipment, DT kit, Science resources and any sports kit. Disinfectant wipes are available in all areas which need this.
- All classrooms and staff rooms will have additional tissues, disinfectant probe wipes and hand sanitiser gel accessible unless there is a hand washing facility in that room.

	<ul style="list-style-type: none"> • The School has invested in fogging machines for regular sanitising of large space with soft furnishing and carpet. • Changing rooms for sport and swimming will be regularly fogged. • Photocopiers will have disinfectant wipes located on them for use by staff together with signage reminding of the need to keep sanitised.
9	<p>Dining arrangements and exposure to large number of people</p> <ul style="list-style-type: none"> • Catering staff to follow safety guidance for handling deliveries. Specific guidance is here. • Our School kitchen will continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19). • Staff and students will be required to follow proportionate social distancing measures in the dining hall between groups and when accessing lunch in the servery. • Staff will be required to manage social distance from queues of students accessing lunch service. • Students will queue in their year group and be asked to distance from another year group or staff. • The dining hall is zoned into 6 coloured zones to provide suitable seating to host 4 Junior year groups and then a maximum of 2 senior year groups at a sitting. • All serving areas have Perspex screens and staff are required to wear face masks. The new regulations came into effect from 24 September for all hospitality staff to wear a face covering and school now require this to be a mask. • Lunch times will be staggered to enable a safe service. • Staff will be able to access a wide range of boxed salads and sandwiches from the Dining Hall (former Grab n Go servery) or they may be able to access limited areas of the dining hall at certain times depending on student groups plus the Brasserie when accessible after students have been served. • All Students accessing senior school dining will be issued with a card rather than thumb use but thumbs will be acceptable for back up and biometric readers will be kept sanitised. • All food should be served directly by catering staff only with no self-service options at all. • All food will be served directly and the option provided for a disposable container. • The pot washer reaches adequate temperature for safe washing of crockery and cutlery and the pot washed setting is reduced to the slowest possible to allow for a longer wash period. • All areas of the dining hall will be wiped and cleaned throughout lunch service and a deep clean will be scheduled for morning and after service. • Water fountains will not be available across school. Students will have access to water served either into a personal bottle or a disposable paper cone. • Water can also be accessed in the Junior School Art room, Science Lab and Lovell House classrooms.

	<ul style="list-style-type: none"> • The water fountain in the dining hall will be available all day for students and staff to refill personal water bottles. • The tables in the dining hall will be set up to accommodate the groups and each group will be asked to sit in the same coloured zone for each lunch service. • Trays and pots will be stacked on temporary shelving to prevent the need for large numbers gathering at the pot wash and avoid groups intermingling within the hall. • Each group will be asked to sit at a specified table and exit the hall through the nearest designated door after stacking their trays and pots. • Cutlery will be issued directly with napkins to reduce the risk of gathering at the usual position. • Infant snacks will be served in individually wrapped pots and accessed by the Teaching Assistant or Teacher for their group.
10	<p>Using toilet facilities</p> <ul style="list-style-type: none"> • All sinks and handwashing facilities will be regularly checked and soap and towels will be replenished. • All staff and students must wash their hands regularly and thoroughly. • Staff toilets will be designated and staff asked to wipe down door handles, toilet seats and flush handles. Wipes will be provided in designated staff facilities. • Toilets will be cleaned before school, after break, after lunch and after school and bins in classrooms will be emptied at lunchtime and at the end of the day. • Where possible some staff/visitor toilets will be redesignated for use by students. • Staff must use designated facilities on the first floor of the Senior School or the disabled toilet only.
11	<p>Number of people in close proximity in classroom</p> <ul style="list-style-type: none"> • All classrooms and teaching space will be designed to comply with guidance which avoids face to face seating but is side by side. • Students asked to sit at the same desk each day where possible in their form rooms. • All senior school classrooms are measured and teaching staff have created lesson seating plans to enable reliable identification of students who may be identified as a close contact for the purpose of DCT Pilot or isolation. • Excess resources are moved out of classrooms to provide maximum space. • All classrooms designated for forms/classes will have open windows and doors where possible and unless adverse weather prevents it. • Doors across school to be propped open with the dorgard system. Fire doors cannot be wedged open. • All classrooms will have minimal resources required and access to disinfectant wipes for regular wiping of resources by

	<p>the teacher, technician, teaching assistant or students where appropriate as and when needed.</p> <ul style="list-style-type: none"> • Timetabling will be done to reduce the need for groups of children to move around the site and each form will have their own designated classroom. • Timetabling will consider activities which reduce risks associated with contact point activities. • Classrooms and spaces will only use non-cloth chairs which will be cleaned on a regular basis. • Cleaning regimes will be adapted to focus on regular cleaning and wiping of classrooms used for children. • Designated cleaning staff will be provided with clear guidance on times to enter classrooms for regular wiping of surfaces and to clean shared facilities. • Where possible there will be one-way signage for corridors and stairways to reduce the likelihood of face to face contact during movement in school. • Students will be asked not to access areas of the school when they can use an external route to get to their required destination. • Science has allocated entry points for laboratories and associated signage. • Subject to a revised Fire Risk Assessment, as many doors will be propped open as possible to reduce transmission points as much as possible. Fire doors fitted with dorgard system will be open but fire doors cannot be wedged open. • The lift will not be accessible to children and should be avoided by staff unless exceptional circumstances require its use. Where it is used the individual should travel alone and wipe surfaces before and after use. • All groups/cohorts in school should be kept in the same groups to reduce the risk of transmission. • Where possible and safe all doors, including classrooms, are to be left open to reduce the need to touch physical surfaces. • Year group assemblies will be held in the Founder Hall and the Recital Hall suitable seating will be cleaned and sanitised regularly. • Specialist subjects such as Food, DT, Art, Music, Sport, Drama and Science have specific risk assessments for their area and work activity. • All sport risk assessments have been reviewed to ensure compliance with National Governing Body Guidance.
12	<p>Adequate supervision of young children and maintenance of social distancing between all year groups</p> <ul style="list-style-type: none"> • All students will be supported and encouraged to enjoy their time at school but following safe measures such as being mindful of social distancing with staff and avoiding face to face contact with each other and regular hand washing. • Students should be asked to ensure they wash their hands regularly and thoroughly and this should be based on their timetable. • Floor markings and taping around school will serve to remind staff and students of the requirements.

	<ul style="list-style-type: none"> • Younger students will be supported to wash their hands thoroughly and regularly. • Students should be supported to engage in learning activities but not share resources and avoid physical contact with each other. • Staff supervision will need to be suitable and proportionate to the age groups. • Additional staff duties have been allocated to ensure full supervision of the arrangements and compliance by students. • Staff ratios and availability for safe supervision will be monitored daily and if necessary the school will review arrangements based on safety.
13	<p>Social contact between staff on site</p> <ul style="list-style-type: none"> • Staff should avoid moving about the school site unnecessarily and ensure they wash their hands on arrival and adhere to the same discipline set for students. • Staff should ensure they adhere to the 2m rule when using staff room facilities or working with others. • Staff rooms have been adapted and there will be clear rules for how many staff are allowed to use facilities at any given time. • Lovell House staff room has been adapted further for 3 seated 1 standing and 2 allowed safely in the workroom. • The Dining Hall former Grab n Go has been set up to provide a service to staff between 7.45am and 11.45am and then 2pm - 3.30pm. • Lovell House, Junior School and Science staff rooms will remain open with limited seating to ensure staff maintain social distance but can access facilities. They will be responsible for wiping down all surfaces and contact points throughout the day. • Staff should not share resources or materials or food. All food must be removed from shared staff rooms unless provided by the school catering department or is individually contained in a named container. • Staff briefings will be supported via online systems and communications via email.
14	<p>Wrap around care</p> <ul style="list-style-type: none"> • Normal wrap around care will be provided for children. • All control measures detailed will be adhered to where possible. • School will consult the guidance produced for <u>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</u>, as much of this will be useful in planning extra-curricular provision. This includes advising parents to limit the number of different out-of-school settings providers they access, as far as possible. • Where parents use childcare providers or out of school extra-curricular activities for their children, we encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and

	<p>children should only attend settings that can demonstrate this. DfE has also issued guidance for parents and carers.</p> <ul style="list-style-type: none"> • Co-curricular activities will resume in year groups and all activities will have risk assessments carried out including Sports and Games.
15	<p>Fire Evacuation contact</p> <ul style="list-style-type: none"> • Fire evacuations will be conducted in accordance with the School Fire Evacuation plans. Where possible groups will be kept separate but the requirement to evacuate a building quickly will be the overriding priority. The one-way stair system will NOT be used in the event of an alarm to evacuate. • Fire muster points will be the same except for Year 12 and Year 13 which have moved due to the DT extension. • Any PEEPs in place will be reviewed on a case by case basis. • Fire Marshalls will be assigned to groups and guidance provided on the arrangements. • All staff will be provided with copies of the Fire Evacuation and Floor plan for their working environment. • Muster points will be 2 metres apart and each group will muster together.
16	<p>Emotional well-being and support for students</p> <ul style="list-style-type: none"> • Emotional well-being and support for students is provided through teaching staff, teaching assistants and Tutors. • Where possible facilitate opportunities with children to talk about their worries and concerns. • The school Counsellor will continue support for students and his office facilitates social distancing. • Staff will be aware of and support individual students who may be withdrawn or appear less engaged in their learning due to worries about the virus. • Staff must ensure they report any concerns to their DSL in accordance with the revised safeguarding risk assessments. • Supervision of drop off will ensure parents are not tempted to try and escort their child into school. Where necessary additional support will be called for to help students who may be anxious or fearful about returning to school.
17	<p>Emotional well-being and support for staff</p> <ul style="list-style-type: none"> • Emotional well-being and support for staff is available through the Smart Health service or where necessary through a referral to Right Steps. • HR are available at all times to discuss any confidential concern or worry. • Staff are encouraged to communicate directly with SMT on any issue they feel is of concern. • This risk assessment is fluid and dynamic and will be reviewed daily based on staff, student and parental feedback and guidance from the Government and Public Health.

18	<p>First Aid Support</p> <ul style="list-style-type: none"> • Adequate First aid support is available on site and Paediatric First Aid ratios are met. • First Aiders are advised to follow the HSE Guidance here • The school has no-contact scan thermometers at each site for suspected cases. • Designated isolation rooms are set up for each area of the school. • Appropriate PPE is available for staff needing to provide care to a suspected case. Staff will be asked to wear gloves, goggles, mask and plastic disposable apron. • The school nurse will provide guidance on administering First Aid during this time.
19	<p>Staffing shortages</p> <ul style="list-style-type: none"> • All staff are required to report absences in the usual way to ensure appropriate cover can be arranged for absences • Additional supply staff have been identified to use in the event of absences not being covered with existing staff. • Any agency staffing requirements will be risk assessed and the agency asked to provide their specific risk assessment and details of staffing allocations prior to attending school. • Staff will be reminded to keep in touch with school during half term to ensure school can plan for a normal return in November. • Staff who are Clinically Extremely Vulnerable are supported to attend work with reasonable adjustments to their timetables or work duties once they are advised to resume attendance at work.

Approved		Not approved		Date	
Comments	<p>This risk assessment is dynamic and will be reviewed on a daily basis as we review our arrangements and/or receive feedback from staff, parents and students.</p> <p>Please email Boulton.ja@nottinghamhigh.co.uk with any comments or queries.</p> <p>Created using various sources and input into the school template for risk assessment.</p> <p>References :-</p> <ol style="list-style-type: none"> 1. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf 2. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education- 				

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- Various ASCL guidance
- Ellis Whittam H&S guidance

Signed

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