| Activity/Process Assessed | **Covid – 19 school operations** |
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| Location of activity | Whole school |
| Persons at risk | Staff, students/pupils, stakeholders |
| Date assessment prepared | 06/01/22 |
| Assessment prepared by | Jo Boulton |

| Ref | **Control Measures** |
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| 1<br>2<br>3 | **Exposure risks**<br>• Following the latest Operational Guidance issued by the DfE on 5 January 2022 due to the new variant Omicron, this risk assessment has been updated.<br>• School planning for the relaxation of most rules for all pupils and students from 2 September 2021 was been based on the operational guidance issued by the Department for Education in August 21. This was updated on 29 November and again on 5 January 2022.<br>• The School has been issuing home testing Lateral Flow Test kits for staff and senior school children since the return to school in March 2021.<br>• Senior School students were invited to attend for on site Lateral Flow Testing on 4 and 5 January and asked to test before returning to school on the 6th January.<br>• Senior students and staff have been asked to resume wearing a suitable face covering whilst moving about within the school environment. From 20 January 2022 students are no longer required to wear one in classrooms.<br>• 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.<br>• Review any individual risk assessment as necessary (maternity, clinically vulnerable etc).<br>• All specialist risk assessments for Sport, Drama, Art, Music, DT, Scouts, Science and Food Technology have been updated to address COVID risks.<br>• Saturday sport will continue and following sport specific governing body guidelines and co-curricular and sporting activities will continue after school in accordance with clarified guidance.<br>• Ensure any contractors required on site are advised of school requirements for any visitor to be symptom free.<br>• Visitors to school will be through reception and contact details will be taken by reception to comply with requirements for Track and Trace. All personal data will be kept secure for up to 8 weeks and solely for use by the school if needed. |

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| 4 | **Suspected case(s) at school**<br>• School is no longer required to carry out the Track and Trace function as this is carried out by the national system.<br>• All students and staff who have been required to isolate are tracked to ensure compliance with the correct UKHSA advice before returning to school.<br>• 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.<br>• 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.<br>• Anyone with suspected COVID must avoid touching anything and ensure they use tissues for any cough or sneeze and dispose of the tissue securely.<br>• 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.<br>• 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.<br>• All toilets and washing facilities near to or within the isolation room must also be thoroughly cleaned after use.<br>• 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.<br>• 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.<br>• If an isolation room is used it must be thoroughly cleaned and then sanitised with a fogging machine before it is used again.<br>• Staff in school must follow the government guidelines given on the NHS site if they are experiencing the signs and symptoms on this site.<br>• 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.<br>• The School Nurse has two non-contact thermometers for temperature testing.<br>• 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.<br>• 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.<br>• Where a case is confirmed in school, UKHSA 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 |

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| | that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by the NHS Covid 19 app.<br>• RIDDOR reporting requirements will be followed.<br>• 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.<br>• 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. 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.<br>• The health protection team will provide definitive advice on who must be sent home.<br>• 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.<br>• 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.<br>• 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.<br>• 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.<br>• The school has ensured that it understands the NHS Covid 19 app (track and trace process) and how to contact our local UKHSA Health Protection Team<br>• parents/carers understand that they will need to be ready and willing to:<br>➢ 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.<br>➢ 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. |

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| | ➢ 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).<br>• 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.<br>• 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.<br>• We will expect all staff and parents to inform us immediately of the results of a test and follow this guidance.<br>• 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.<br>• 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 5 days from the onset of their symptoms and then return to school only if they do not have symptoms and have a negative lateral flow test result on day 5 and then again 24 hours later on day 6. The 5-day period starts from the day when they first became ill or tested positive. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. |
| 5 | **Travel to and from school**<br>• Where staff have to travel to school using public transport they should ensure they follow the guidance on social distancing and wear a face covering. This has been resumed as mandatory wef 29 November 2021.<br>• School buses are operating as normal. All passengers are required to wear a face covering unless exempt.<br>• 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.<br>• Staff may request a face mask to wear on public transport. The School Nurse has a stock of FFP2 masks and disposable surgical masks.<br>• Staff may request a small hand sanitiser for personal use on public transport. The School Nurse has a supply for staff.<br>• Students and staff should be encouraged to walk or cycle to school if they can. |
| 6 | **Access to and egress from the school site**<br>• Nottingham Girls High School students will not be permitted to access the school site as a walk through.<br>• All students and staff are reminded to wash their hands on arrival to school. |

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| | • 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. |
| 7 | **Cold/wet weather preventing access to outside during breaks**<br>• Ensure students prepare for inclement weather to enable as much outdoor activity as possible and safe.<br>• Staff to be prepared to supervise students in inclement weather where possible.<br>• All students must be reminded to stay safe in the sun and use sun cream and wear a cap/hat. |
| 8 | **Poor hygiene and cleaning regime**<br>• 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.<br>• Toilet facilities cleaning has been reviewed to increase due to multiple/frequency of use.<br>• All new cleaning materials will have a COSHH risk assessment recorded.<br>• Cleaning staff will follow updated cleaning schedules individually designed for their working time and designated area to meet the needs of the school.<br>• Hand sanitiser will be made accessible in communal spaces where there are no hand washing facilities.<br>• Perspex screens/partitions will be maintained if an individual requires it.<br>• 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.<br>• School promotion of the good respiratory hygiene practices in the NHS Campaign “Catch it, Kill it, Bin it”.<br>• Students are taught to cough and sneeze into their elbow and away from the direction of other people.<br>• 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.<br>• Staff are encouraged to keep all windows and doors open to maximise good ventilation in all teaching spaces.<br>• The School has invested in fogging machines for regular sanitising of large space with soft furnishing and carpet. |
| 9 | **Dining arrangements and exposure to large number of people**<br>• Our School kitchen will continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19).<br>• All serving areas have Perspex screens and staff may wear face masks.<br>• Lunch times are staggered to enable a safe service. |

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| | • 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.<br>• Water can also be accessed in the Junior School Art room, Science Lab and Lovell House classrooms.<br>• The water fountain in the dining hall will be available all day for students and staff to refill personal water bottles. |
| 10 | **Using toilet facilities**<br>• All sinks and handwashing facilities will be regularly checked and soap and towels will be replenished.<br>• All staff and students must wash their hands regularly and thoroughly. |
| 11 | **Number of people in close proximity in classroom**<br>• Excess resources are moved out of classrooms to provide maximum space.<br>• All classrooms designated for forms/classes will have open windows and doors where possible and unless adverse weather prevents it.<br>• Doors across school to be propped open with the dorgard system. Fire doors cannot be wedged open.<br>• All classrooms will have minimal resources required and access to disinfectant wipes for regular wiping of resources by the teacher, technician, teaching assistant or students where appropriate as and when needed.<br>• Cleaning regimes will be adapted to focus on regular cleaning and wiping of classrooms used for children.<br>• Specialist subjects such as Food, DT, Art, Music, Sport, Drama and Science have specific risk assessments for their area and work activity.<br>• All sport risk assessments have been reviewed to ensure compliance with National Governing Body Guidance. |
| 12 | **Adequate supervision of young children**<br>• Students should be asked to ensure they wash their hands regularly and thoroughly and this should be based on their timetable.<br>• Younger students will be supported to wash their hands thoroughly and regularly.<br>• Staff supervision will need to be suitable and proportionate to the age groups.<br>• Additional staff duties have been allocated to ensure full supervision of the arrangements and compliance by students.<br>• Staff ratios and availability for safe supervision will be monitored daily and if necessary the school will review arrangements based on safety. |
| 13 | **Social contact between staff on site**<br>• Staff briefings will continue to be supported via online systems and communications via email. |

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| 14 | **Wrap around care**<br>• Normal wrap around care will be provided for children.<br>• Co-curricular activities will resume in year groups and all activities will have risk assessments carried out including Sports and Games. |
| 15 | **Fire Evacuation contact**<br>• 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.<br>• Fire muster points will be the same except for Year 12 and Year 13 which have moved due to the DT extension.<br>• Any PEEPs in place will be reviewed on a case by case basis. |
| 16 | **Emotional well-being and support for students**<br>• Emotional well-being and support for students is provided through teaching staff, teaching assistants and Tutors.<br>• Where possible facilitate opportunities with children to talk about their worries and concerns.<br>• 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.<br>• Staff must ensure they report any concerns to their DSL in accordance with the revised safeguarding risk assessments. |
| 17 | **Emotional well-being and support for staff**<br>• Emotional well-being and support for staff is available through the Smart Health service or where necessary through a referral to Right Steps.<br>• HR are available at all times to discuss any confidential concern or worry.<br>• Staff are encouraged to communicate directly with SMT on any issue they feel is of concern.<br>• 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 UKHSA. |
| 18 | **First Aid Support**<br>• Adequate First aid support is available on site and Paediatric First Aid ratios are met.<br>• First Aiders are advised to follow the HSE Guidance here<br>• The school has no-contact scan thermometers at each site for suspected cases.<br>• Designated isolation rooms are set up for each area of the school. |

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| | • 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.<br>• The school nurse will provide guidance on administering First Aid during this time. |
| 19 | **Staffing shortages**<br>• All staff are required to report absences in the usual way to ensure appropriate cover can be arranged for absences<br>• Additional supply staff have been identified to use in the event of absences not being covered with existing staff.<br>• 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.<br>• Food suppliers, bus operators and other critical services for school operations have all confirmed services and will provide notice if staffing shortages impact on their ability to provide services to the school.<br>• Contingency plans for catering have been prepared in the event of significant staff shortages. |

| **Approved** | | Not approved | | Date | |
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| Comments | 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.<br><br>Please email Boulton.ja@nottinghamhigh.co.uk with any comments or queries.<br><br>Created using various sources and input into the school template for risk assessment.<br>References :-<br>• https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omnicron_-_29_Nov.pdf<br>• https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak<br><br>• Various ASCL guidance<br>• Ellis Whittam H&S guidance | | | | |
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| Circulation | Teaching Staff | |
| | Support Staff | |
| | Director of Finance and Operations | |
| | Other: SMT | |
| | Governors | |
| | Published | |

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| Review Timescale: | Daily | | |
| Yearly | | | |
| Date of Review: | 30/11/21 | Reviewed by: | SMT |
| | 06/01/22 | | SMT |
| | 20/1/22 | | SMT |
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